

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2160 P-1

SPECIAL INSTRUCTIONAL PROGRAMS

I. APPLICATION PROCEDURES

Applications for special funds or categorical grants shall be based upon the needs of the students, staff, or facilities within the district. Such applications may be related to the program needs of a particular building or the district as a whole. Each proposal for special funding must address the following points (See Attachment 1):

A. Needs Statement

The proposal should succinctly identify and/or document the specific needs that are to be addressed. Hard data should be supplied.

B. Objectives

The stated needs should be converted into objectives. What does the project hope to accomplish?

C. Procedures

The action plan should be presented. How will the objectives be accomplished?

D. Alignment with District Curriculum

The request should identify how this program would fit into the overall district curriculum. How will it interact with other classes and programs already implemented?

E. Description of Program Evaluation Methods

What kind of data will be collected? Who will collect it?

F. Budget

The proposal should also include a tentative budget which identifies proposed expenditures and revenues. The writer shall contact the business office to determine if there is adequate budget capacity to support the application.

G. Timeline

A timeline should be included which shows the submission date deadline, funding agency approval date, and the project status report dates.

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H. District Obligations

The proposal writer must identify any district obligations that will occur as a result of securing a grant award.

II. ADMINISTRATIVE APPROVAL

A proposal must have the approval of the principal before submission to the district office. Proposals must be submitted to the superintendent at least two weeks prior to submission to the board.

III. IMPLEMENTATION

When a project is approved, the applicant shall make a copy of the grant award notice and send the original to the business office. The business office shall establish the appropriate accounting procedures for operating the special program.

Implemented 12-12-95