

COLCHESTER SCHOOL DISTRICT**POLICY: GRANT FUNDING****DATE ADOPTED:** May 6, 2025**POLICY STATEMENT**

For the district to provide the best educational opportunities possible for students, the School Board will seek as many sources of revenue as possible to supplement the funds provided through local taxation, general state aid and federal funds. The School Board encourages staff to pursue external financial resources. This policy needs to be cross referenced with Colchester School District policy E10 Donations.

I. PROPOSAL DEVELOPMENT

The school district, through the Superintendent's office, will research and select grant funding opportunities that are in line with the District's Vision Plan and educational philosophy as set by the School Board. This will be accomplished through the completion of the Grant-Funded Project Proposal Application. All funding proposals will be approved by the Superintendent, or their designee, before submission to the funding agency. When required by the agency or for grants exceeding \$250,000, the proposals will be presented to the School Board for approval.

II. ACCEPTANCE OF GRANTS

All approved grants must be accepted by the Superintendent, or their designee, before any funds are received by the district. Prior to the Superintendent accepting the grant, all financial and legal aspects of the grant opportunity shall be reviewed by the Business and Operations Manager to mitigate any potential risks.

III. ADMINISTRATION OF GRANTS

Upon acceptance of the grant, the Superintendent, or their designee, shall appoint a grant program manager and financial liaison. These assigned individuals will be responsible for the following.

- A. Reviewing the final grant documentation.
- B. Maintaining all final grant documentation in the Central Office.
- C. Ensuring funds received are properly deposited in the accounts of the School District. Funds received, excepting the scholarship trust funds, will not earn or accrue interest, nor will the District pay interest for funds held, except by specific School Board action.
- D. Establishing appropriate controls to comply with grant terms and conditions.
- E. Preparing reports for annual notification of the School Board.

Last Adopted: June 15, 2021
Date Warned: March 28, 2025
First Reading: April 1, 2025
Second Reading: May 6, 2025

IV. PREVENTION OF CONFLICT OF INTEREST IN PROCUREMENT FOR FEDERAL DOLLARS

It is the policy of the School Board that all purchasing and contracting comply with state and federal laws. No employee or agent of the District may participate in the selection, award, or administration of a purchase or contract if that person has a real, perceived, or apparent conflict of interest. Any employee or agent with a real, perceived, or apparent conflict of interest shall notify the Superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The Superintendent, or their designee, will develop written procedures to implement this policy.

A conflict of interest arises if an employee, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

No District employees shall participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest. Any employee with a real, perceived, or apparent conflict of interest shall notify the Superintendent of the conflict and not participate in the selection, award of administration or the purchase of contract at issue. A conflict of interest arises if an employee, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit for a vendor considered for a purchase or contract. Employees will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds \$100 in value.

In the event of a violation of this policy, the District may take disciplinary action against the employee or agent according to procedures in the district personnel manual and/or collective bargaining agreement.

V. TITLE I COMPARABILITY

If a school in the Colchester School District becomes eligible to receive Title I funds, the school should provide comparable services, staffing levels, curriculum materials and instructional supplies. The district shall use local and state funds to ensure equivalence among schools in staffing and provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental support. The district shall utilize district-wide salary schedules for professional and non-professional staff.

The Superintendent, or their designee, shall develop procedures for compliance with this policy and shall maintain records that are updated annually to document the district's compliance with this policy.