

## **Colcord Public Schools**

### **GRANT WRITING POLICY FOR SCHOOL EMPLOYEES**

Prior to the submission of every grant application to a funding agency, the grant writer must return the following items to a district administrator:

- a completed Grant Application Approval Form
- a completed Notification of Responsibility Form
- a copy of the completed grant application

Colcord Public Schools' policy on school employee's compensation for approved grants shall include 3 percent of administrative costs, if approved by grantee and included in the awarded amount pending Board approval. School employees that write grants that do not allow administrative costs from the awarded amount will be eligible for 3 percent compensation from the school, pending Board approval, not to exceed 1500 dollars. School employees are not allowed to write grants during their regular work hours and or days. Employees are not eligible for the 3 percent compensation for administrative cost if the grant does not directly benefit the school district or the Colcord Board of Education does not accept the grant.