

**FEDERAL AND/OR STATE FUNDED SPECIAL INSTRUCTIONAL PROGRAMS**

Applications for state or federal grants will 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:

- A. **Needs.** 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. **Evaluation.** What kind of data will be collected? Who will collect it?

The proposal will include a tentative budget which identifies proposed expenditures and revenues. The proposal writer must identify any district obligations that will occur as a result of securing a grant award.

When a project is approved, the business office will be given a copy of the grant award notice and will establish the appropriate accounting procedures for operating the special program.



*PROCEDURE ESTABLISHED February 28, 2011*