



Project Development

Grant and Funding Solicitation Submission Approval

The Director of Grant Acquisitions (caudleew@gm.sbac.edu 955-7605) must be consulted prior to the submission of an application for school grants. ALL grants and external fundraising solicitations (including “crowd-sourced” solicitations, such as DonorsChoose.org, etc.) conducted for the purpose of raising funds for classroom materials, supplies, technology, etc. MUST have approval of the submitting employee’s principal/supervisor and the Superintendent’s Designee BEFORE the application begins or the posting is made. The only exception is a grant written directly to the ACPS Foundation or for relatively small grants (less than \$500) that affect only the purchase of classroom materials, etc. and have been approved by the school principal. All crowd-sourced solicitations, no matter the amount, must have both principal and district-level approval. Please read Board Policies 6605 - Crowdfunding and 7230 – Gifts, Grants, and Bequests.

Please Provide the Following Information

Name of Employee Submitting: _____ School or Dept.: _____

Name of Grant or Crowd-Funding Solicitation source: _____

Amount Being Requested or Crowd-Sourced: _____

Briefly describe the purpose of the grant or funding request (Be specific: What will be purchased? How will materials be used? How will the grant/funding affect the classroom/school?)

[Empty box for describing the purpose of the grant or funding request]

Please read and acknowledge the following:

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative procedures applying to all properties, equipment, materials, and funds owned by the Board. The title of all gifts shall be in the name of the Board. Any funds raised on behalf of a classroom, school, or program, or any material purchased with those funds become and are henceforth property of the Board and will remain with the class/school or program for which the funds were received. (Note: “Board” means the school district or school and does not mean the employee.) The Board reserves the right to specify the manner in which gifts are made and utilized; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. In addition DonorsChoose.org rules state that donated materials remain the property of the school where they were acquired — those items do not, move with the teacher when he/she changes schools. (See https://help.donorschoose.org/hc/en-us/articles/203139017-DonorsChoose-org-Materials-Ownership-Policy)

- I have read and the understand the above statement and agree to abide by Board Policies 6605 and 7230 regarding gifts or grants received and/or items and materials purchased with funds acquired through grants, gifts or a “crowd-sourced” fundraiser.
I have contacted the School Principal or Department Supervisor and obtained approval for submission of my grant application and/or my crowd-sourced funding proposal.
If my grant or gift solicitation will be used to purchase technology (hardware items, software, apps, on-line subscriptions, etc.), I have received approval from the Director of Instructional Technology (shankau@gm.sbac.edu 955-6860).

Submitter’s Signature: _____ Date: _____

Principal/Supervisor’s Signature: _____ Date: _____

District Signature: _____ Date: _____ Approved [] Denied []