

# ADMINISTRATIVE REGULATIONS

TITLE: GRANT APPLICATIONS  
CATEGORY: FINANCE  
NUMBER: 5045

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## I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the Board may seek or accept external funding through donations or grants.

## II. Procedures:

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
1. Is consistent with the values, goals, directions of the school and district;
  2. responds to a clearly understood educational need;
  3. supports and does not undermine, either implicitly or explicitly, existing programs;
  4. is beneficial to the school and/or community;
  5. does not directly benefit in a material way an individual student or staff member;
  6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements);
  7. is subject to District procedures regarding accounting and tax receipts; and
  8. neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise.
- B. Principals may sign grant applications for up to \$2,000. Any grant submissions for greater than \$2,000 must come to the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually on all grants received greater than \$5,000.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.

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F. School parent advisory council (PAC) or district parent advisor council (DPAC) should work with the school principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.

**Received:** January 2019

**References:** Policy 12 (Role of Secretary-Treasurer), Policy 18 (Local Purchasing)