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External Grants

A) School External Grants

Opportunities to receive additional school funding for special projects and equipment through external grants frequently present themselves. These funds usually come with specific restrictions and requirements that must be met. In order to effectively manage the expenditure and reporting of these funds, the following policy must be followed with the exception of External Grants provided by MTS, MSBA, and the Department of Education and Training.

- 1) A written request to apply for funds must be forwarded to the Superintendent/CEO's Department for approval prior to sending the Grant application to the sponsoring organization. A copy must be forwarded to the Supervisor, Accounting. The request should include:
 - The name of the sponsoring organization that is being applied to, as well as background information on the organization,
 - The amount of money that is being applied for,
 - Rationale for why the grant money is necessary and what the funds will be used for,
 - The name of the division employee who will be responsible for overseeing the expenditure of the funds as well as the reporting.
- 2) If the written request is approved by the Board Office, the formal grant application must be copied to the Superintendent/CEO's Department and the Supervisor, Accounting. The sponsoring organization should be informed that funds are to be remitted to the Board Office and cheques should be made payable to the St. James-Assiniboia School Division.
- 3) Approval correspondence from the sponsoring organization must be copied to the Superintendent/CEO's Department and the Supervisor, Accounting.
- 4) Upon receiving written approval from the sponsoring organization, a meeting between the responsible employee and the Supervisor, Accounting should be held to review and set up a budget for the account.

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- 5) The employee responsible for the grant will access funds by ordering goods through the Purchasing Department. Staffing must be coordinated by the Human Resources Department. When necessary, goods can also be purchased by the school and then reimbursed by the Board Office. The preparation of reports as required by the sponsoring organization must be completed by the responsible employee and reviewed by the Supervisor, Accounting. All contract documents and other correspondence must be copied to the Superintendent/CEO's Department and the Supervisor, Accounting.

A complete file of all grant requests will be maintained by the Supervisor, Accounting including:

1. Written request for grant approval
2. Grant application
3. Financial reporting requirements
4. Other correspondence

B) School Contributions to External Organizations

All grants to outside organizations exclusive of school fundraising must be reported to the Secretary-Treasurer/Chief Financial Officer. The Secretary-Treasurer/Chief Financial Officer will report the grants to outside organizations to the School Board.

C) Leasehold Improvements and External Grants

The School Division, or designated School, may be required to be a cosigner on a Leasehold Improvement Grant if decided by the Board, in considering a significant leasehold improvement request.

The School Division reserves the right to deny or delay a Leasehold Improvement request where proper leasehold improvement approval procedures were not followed, even if a grant has already been secured.

D) Parent Organizations and External Grants

Prior to undertaking any project which requires expenditures of \$10,000, the Parent Organization must receive written approval from the Secretary-

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Treasurer/Chief Financial Officer's Department. In order to obtain approval, the following process must be adhered to:

1. The Parent Organization must review the project plans with the School Principal. The Principal must have input in identifying any issues that may affect School Operations.
2. A written request from the Parent Organization shall be forwarded to the Secretary-Treasurer/Chief Financial Officer's Department detailing the plans, along with a letter of support from the Principal. The request will be reviewed by the Manager of Facilities and Maintenance for maintenance, staffing, and workplace safety and health concerns.

If the Parent Organization is relying on external grants to fund the project, a copy of the external grant(s) application shall be provided to the Secretary-Treasurer/Chief Financial Officer's Department.

3. If a project is approved, an approval letter will be issued from the Secretary-Treasurer/Chief Financial Officer's Department outlining conditions applicable to the project, which could include but are not limited to:
 - Copies of the building and occupancy permits are forwarded to the Manager of Facilities and Maintenance
 - Prior to construction, copies of division safety documents including construction safety and hot works are signed and forwarded to Manager of Facilities and Maintenance
 - Manager of Facilities and Maintenance must be provided with the construction schedule and invited to a preconstruction meeting
 - The work must be done by qualified tradesmen
 - The final project is subject to the inspection and satisfaction of the Manager of Facilities and Maintenance.
 - There is no cost to the division.
4. A Parent Organization may not proceed with a project which requires expenditures of \$10,000 until written approval from the Secretary-Treasurer/Chief Financial Officer's Department has been received.
5. Large projects of a significant nature (\$15,000) will be referred to the Finance-Facilities Committee for review and recommendation.

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Large projects that have a significant impact on the grounds and/or building will require that the Principal cosign the Grant application and that funds be remitted to the Board Office.

In special circumstances where the School Division is not permitted to be a co-applicant, the funds may be held by the Parent Organization and remitted to the Board Office prior to issuing a Purchase Order.

Circumstances where the Parent Organization is only eligible for Grant proceeds upon satisfactory completion of the project, special arrangements may be requested through written application to the Supervisor, Accounting.

Upon receiving the written approval from the sponsoring organization, and the external grant proceeds, a meeting between the Parent Organization, Principal, and the Supervisor, Accounting will be held to review and establish a budget location for the project.

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