

# GRANT APPLICATIONS AND ACCEPTANCE OF GRANTS

Waunakee Community School District

Policy 657

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Grants from federal, state, local, and private entities can be a valuable and important source of funding and other resources for various District programs and activities. At the same time, grant opportunities often require the District to commit significant resources to the grant application and grant administration processes, and some grants require the District to commit funds and/or make other specific operational or programmatic commitments related to the acceptance and use of the grant. Accordingly, subject to the exceptions identified below, the following apply to seeking and accepting grants on behalf of the District:

1. Employees shall obtain approval from a supervising administrator prior to applying for new grants on behalf of the District.
  - a. At a minimum, the administration shall review a request to pursue a grant application in light of factors that are substantially similar to the factors that the District would consider when evaluating a gift or donation that might be offered for a similar purpose, such as whether the grant would be substantially likely to impose any undesirable or unacceptable costs (whether direct or indirect) upon the District and whether the terms of the grant would be sufficiently compatible with the District's curricular, technological, instructional, programmatic, and operational practices. The administration shall also consider the resources required to apply for and, if it is accepted, administer the grant.
  - b. The administration is strongly encouraged to present a proposal to pursue a grant to the School Board for approval prior to the submission of even a non-binding grant application where the administration determines that the amount, structure, conditions, or purpose of the grant warrants advance Board evaluation and input (e.g., where the grant would require the District to hire new staff, establish a new District program, or require the District to provide matching funds).
2. Except as otherwise approved or authorized by the Board, the administration shall ensure that a grant application, if approved by the grantor, remains subject to final acceptance by the District before the District is committed to receiving, implementing, and administering the grant.
3. Unless the terms of the grant itself require direct Board approval, the District Administrator may accept a monetary grant on behalf of the Board.
4. The District Administrator and/or the District's Business Office shall determine whether the receipt or expenditure of grant funds requires approval by the Board as an amendment to a previously-adopted District annual budget. The District Administrator shall ensure that the Board approval is secured for any necessary budget amendments.
5. Upon acceptance and receipt, all grant-based funding shall be adequately segregated and accounted for in accordance with the terms of the grant, applicable law, and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Notwithstanding any requirements that might otherwise apply under this policy, the Board authorizes and expects the administration to take all steps that are required to ensure that the District timely applies for and receives the District's regular, year-to-year sources of state and federal funding (e.g., federal Title I funds), even if such state or federal funds are deemed grants by their enabling legislation or regulations. This includes periodic renewals of existing state and federal

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grants. Regarding such state and federal funding sources, specific Board action is required only to the extent mandated by the requirements of the particular state or federal program.

In connection with the District's acceptance or administration of any grant that provides aids, benefits, or services to students from a private agency, organization, or person, the District shall not unlawfully discriminate on the basis of age, sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability, or any other category protected by applicable law.

## Legal References:

### Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination requirements]  
[Section 118.27](#) [authority to receive, accept, and use grants]

### Wisconsin Administrative Code

[PI 9.03\(1\)\(d\)](#) [student nondiscrimination requirements related to certain gifts, bequests, scholarships and other aids, benefits, or services]  
[Chapter PI 38](#) [state grant programs]

## Cross References:

WASB PRG 657 Sample Policy 1  
411-Rule (1), Student Discrimination/Harassment Complaint Procedures  
840, Public Gifts to the Schools

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