

CHAPTER 10

10.15 Grant Writing

10.15.1 Purpose

The purpose of this policy is to provide guidance for those individuals who are writing grants for additional revenue which may contribute to or enhance the educational programs of Marshall County Schools, and to ensure that the programs or activities funded by grants are consistent with the mission, vision and core beliefs of Marshall County Schools.

10.15.2 Grant Application Process

- ❖ Any individual or group wishing to apply for external funding must submit a Request to Seek Funding form to the superintendent or his/her designee(s).
- ❖ Grant applications need to support Marshall County School's strategic plan, facility enhancements, be financially feasible, fiscally responsible, and demonstrate a commitment from all affected administrations/departments.
- ❖ If applicable, grant applications will receive a financial review by the Business Manager, a personnel review by the Personnel Director and a procedural review by the superintendent or his/her designee(s) prior to approval.
- ❖ Grant applications must be approved by the building principal, the superintendent or his/her designee(s) prior to submission to the funding agency. Grant applications must also be approved by the Marshall County board of education prior to submission to the granting agency in the following circumstances:
 1. If applying for a state or federal grant.
 2. If requested funding exceeds \$10,000.00
 3. If grant is more than one year in length.
 4. If additional paid personnel are required for sustaining the grant.
 5. If the nature of the grant is for the purpose of instituting a new program.

6. If the grant requires construction or changes to the current physical plant/structure.
- ❖ Grant applicants must designate a responsible person to administer the grant who will regularly communicate with the building principal and the superintendent or his/her designee(s) to ascertain that the intent and financial responsibilities of the grant are met and guidelines are followed.

10.15.3 Hiring Practices

Grant positions will be advertised and hired following state and federal guidelines.

Employees holding continuing contract status with Marshall County Schools are eligible for temporary reassignment, on an annual basis, from their current position so they may be employed as grant personnel in Marshall County.

1. Temporary reassignment shall become effective at the beginning of the employee's employment term and will terminate at the conclusion of the employee's term of employment. (i.e. 200 days; 220 days)
2. In the case of a multiple year grant, the employee must apply for a temporary reassignment each year.
3. Seniority shall continue to be accrued during the temporary reassignment.
4. Upon the expiration of the reassignment, the employee shall be restored to the same assignment held prior to the temporary reassignment unless that position has been eliminated. If the position has been eliminated, the employee shall be granted employment based upon the hiring practices as defined in W.Va Code 18a-4-7a.
5. Employees shall retain all seniority, rights and privileges which had accrued at the time of the temporary reassignment and shall have all rights and privileges generally accorded employees upon return to the original employment.

10.15.4 Financial Responsibilities

Financial accountability is the responsibility of the Marshall County Board of Education and/or any established advisory board. The grant project director is responsible for the fiscal management on a day-to-day basis. Any unspent money will be disbursed per the guidelines of the grant. All grants will follow the Accounting Procedures Manual for the Public Schools in the State of West Virginia.

10.15.4 Technology/Materials

Technology/materials acquired through the grant must be compatible with school district topology, infrastructure, operating systems, and school and county technology plans.

Technology/materials acquired through any grants will become the sole property of Marshall County Schools. Should the grantee(s) transfer to another building, any technology/materials acquired (that is not infrastructure) through the grant will transfer with the grantee if permitted by the funding agency. If the funding agency does not dictate the location of technology/materials acquired through the grant, then the transfer of technology/materials will be decided by the superintendent of schools and/or designee(s).