

ROLLING RIVER SCHOOL DIVISION POLICY

Grant Application

GCA/P

Division personnel must have approval of a Senior Administrator prior to applying for a monetary or in kind grant on behalf of the Division or a division school. A report summarizing the grants applied for will be provided to the Board annually.

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Regulation**

Date Adopted: January 4, 1986
Date Revised: June 15, 2006
Date Revised: January 12, 2011

ROLLING RIVER SCHOOL DIVISION REGULATION

Grant Application	GCA/R
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Division Personnel must obtain approval to apply for Grants as per the following procedure:

1. Complete the *GRANT REQUEST APPROVAL* Form.
2. Forward the form to the appropriate immediate Supervisor for consideration and to recommend for approval.
3. Forward the form to the appropriate Senior Administrator:
 - a. Superintendent or Assistant Superintendent for program and educational staffing Grants
 - b. Secretary-Treasurer or Assistant Superintendent for facility, equipment or operational staffing Grants
4. The Senior Administrator will consider the request, indicate approval or denial of the request and return it to the person / school who submitted the request.
5. Personnel that are successful in obtaining grants will provide a report to the appropriate Senior Administrator upon receipt of the grant and/or completion of the project.

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GRANT REQUEST APPROVAL FORM

Date Submitted : _____

REQUESTED BY:

School / Office: _____

Name: _____ Signature: _____

GRANT INFORMATION:

Name of Grant: _____

Amount: _____

Description (Please attach any additional information, brochures or copies of completed application forms)

SUPERVISOR RECOMMENDATION: Approved Declined

Date: _____

Name: _____ Signature: _____

Title: _____

DIVISIONAL APPROVAL / DECLINE: Approved Declined

Date: _____

Name: _____ Signature: _____

Title: _____

Return copy of signed form to the attention of the School / Office Personnel making the request