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**I. PURPOSE**

The purpose of this policy is to ensure that the proposed outcomes or goals of grant proposals submitted on behalf of Athlos Academy of Jefferson Parish or its employees or officers are compliant with state law and the educational mission of the school.

**II. POLICY**

- A. All grant applications will be approved by the school administration prior to submission to ensure that any commitments made align with the school's vision and mission and that any costs incurred to cover grant writing and/or program administration are covered either by non-restricted funds in the grant itself or are otherwise allowable within the approved school budget.
- B. Governing Board members will be informed in writing at least calendar 45 days prior to the submission of all grant applications for grants over \$10,000 in value, excluding those listed in section D.
  1. This announcement shall include:
    - a. a statement explaining how the grant aligns with the mission and vision of the school;
    - b. an explanation of how the funds will be spent; and
    - c. a plan for administering the grant and paying for any costs associated with the grant administration.
  2. Within 15 calendar days of receipt, any board member may request the issue of the grant application be placed on the next meeting agenda for discussion and approval.
- C. When applying for grants, the following practices will be followed:
  1. Grants may be sought by the school administration, the Governing Board, or individual staff members.
  2. The Governing Board may appoint a specific committee or person to seek grant opportunities and draft grant applications.
  3. All grants must be aligned with the school's mission and vision.

## Grant Writing Policy

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4. Grants should be aligned to strategic goals resulting from the board's strategic planning process, annual workplan goals, or otherwise identified needs.
  5. Grants should have administration costs and burdens commensurate with the amount of funding received and the extent to which the funds received advance the school's mission and vision.
  6. All costs associated with the writing and administration of a grant must be covered by the grant or non-restricted funds.
- D. Grants that fund basic school programs, such as Federal Title grants, are exempt from section B of this policy.