**Grants Policy 3004**

Adopted August 23, 2021

Grants from federal, state, local, and private entities can be a valuable and important source of funding and other resources for various programs and activities of The Kenosha High School of Technology Enhanced Curriculum (“The School”). At the same time, grant opportunities often require The School to commit significant resources to the grant application and grant administration processes, and some grants require The School 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 School:

Employees shall obtain approval from a supervising administrator prior to applying for new grants on behalf of The School.

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 School 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 School and whether the terms of the grant would be sufficiently compatible with The School’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.

The administration is strongly encouraged to present a proposal to pursue a grant to The Kenosha Schools of Technology Enhanced Curriculum Board of Directors, 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 School to hire new staff, establish a new program, or require The School to provide matching funds).

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 Board before The School is committed to receiving, implementing, and administering the grant.

Except as otherwise approved or authorized by the Board, the Board shall approve final acceptance of a grant that The School commits to receiving, implementing, and administering. Unless the terms of the grant itself require direct Board approval, the Chief Executive Officer (“CEO”) may accept a monetary grant on behalf of the Board if the value of the grant is no more than $5,000 and if the only material conditions of the grant are that the funds must be used for a specified cost/purpose that The School is reasonably likely to incur even if the cost is not funded by the grant.

The CEO and/or the Business Manager shall determine whether the receipt or expenditure of grant funds requires approval by the Board as an amendment to a previously-adopted annual budget. The CEO shall ensure that the Board approval is secured for any necessary budget amendments.

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 School timely applies for and receives The School’s regular, year-to-year sources of state and federal funding, 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 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 School’s acceptance or administration of any grant that provides aids, benefits, or services to students from a private agency, organization, or person, The School 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.