

# FERNDALE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: GRANT WRITING INCENTIVE

ADOPTED: OCTOBER 17, 2007

REVISED:

	<p style="text-align: center;"><b>433.1. GRANT WRITING INCENTIVE</b></p> <p><b>1. Purpose</b></p> <p>The intent of this policy is to provide the employees of the school district with an incentive to seek out and secure additional funds to the district. The stipend will not become part of any individual's base salary.</p> <p><b>2. Guidelines</b></p> <p>The procedure to be followed by any staff member to initiate a grant incentive shall be as follows:</p> <ol style="list-style-type: none"><li><b>1. Staff member acquires authorization from the building principal, who in turn submits the request to Superintendent or designee for approval prior to any writing.</b></li><li><b>2. All grants must receive Board approval prior to submission. However, in the event of impromptu deadlines, the Superintendent is authorized to submit said proposal.</b></li><li><b>3. Once approved, grant writing may commence immediately.</b></li><li><b>4. All grants must be of a competitive nature. Grants that are allocated to the district and available through simply the application process are not competitive and will not be compensated.</b></li><li><b>5. Building administrators must approve the use of district equipment, supplies, and/or personnel in the development of the grant proposal.</b></li><li><b>6. Staff members who successfully secure a grant will be eligible for a stipend of ten percent (10%) of the award with a maximum monetary award not to exceed \$3,000.00 as determined by the Superintendent. Where possible, the amount of the incentive to be paid shall be written into the grant as indirect costs, or salary for the grant director, or similar, so as not to come directly from local district funds. Please note that if more than one (1) staff person is involved in the grant writing the award will be distributed among all.</b></li></ol>
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- 7. Since compensation shall be paid to successful grant writers, no employee may spend any time during the regular school day involved in the writing and applying for the competitive grant.**
- 8. The district reserves the right to decline any grant offer based on the specific needs of the district, in which case no compensation shall be due and owing to the grant writer.**
- 9. The staff member receiving incentive money shall be responsible to see that all grant requirements are met for initial granting and implementation of said grant.**
- 10. The Board will receive periodic updates regarding the benefits received by each grant.**
- 11. The payment of the stipend will take place within 30 days of all money being received by the district and all final requirements of the grant being met. If the grant is for longer than one (1) year, the stipend shall be paid on the amount of money received by the district as of June 30<sup>th</sup> of the fiscal year when the money was received. Payment for subsequent years will be at the rate relevant to the fiscal year total. Regardless of the length of the grant, total compensation to the grant writer shall not exceed \$3,000.**

**Anything that results in a forfeiture of grant money shall result in the staff member reimbursing the district that share of the incentive paid. Reimbursement may be over one (1) school year through payroll deductions.**

**Should forfeiture of the grant money be the result of an administrator's failure to comply with the requirements of the grant, the grantee(s) will still be reimbursed.**
- 12. A staff member who has worked on a grant but who leaves the employment of the district, prior to meeting the requirements of the grant implementation, for any reason other than retirement shall be deemed to have forfeited his/her right to receive any incentive payment. If the grant was jointly written, the incentive payment shall be made to the other employee(s) entitled to a pro rata share in accordance with their appropriate shares of the forfeited incentive payment.**
- 13. The district reserves the right to rescind this policy at any time without prior notice. Rescission of the policy shall not adversely affect payment of grant incentives to staff members for grant applications that have been submitted for approval to the entity awarding the grant prior to the date that the policy has been rescinded.**

**In-Kind Grants**

**Compensation will not be granted for any in-kind gifts made to the district.**