

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 355-AR-0. GRANT WRITING

As an incentive for professional employees to write grants, the district will offer a monetary award for successful grant writing. This program will be subject to the following limitations:

1. All grants submitted under this program will secure the \*prior written approval of the individual's immediate supervisor and the Superintendent or his/her designee using the approved district form.
2. Grants written under this program will only be those not included in an individual's normal position description.
3. Stipends for grants involving collaboration among staff members will be determined in the prior approval process.
4. If the grant writing results in equipment, this equipment will be valued based on its current fair market value.
5. If successful, the grant writer is responsible for ongoing management of the grant until all funds are expended.
6. Stipends will be determined as follows:

<u>Grant Amount</u>	<u>Award</u>
0-\$1,000	\$100
\$ 1,001-\$5,000	\$200
\$ 5,001-\$10,000	\$300
\$10,001-\$100,000	\$500-\$1,500
Over \$100,000	1.5% of the total award amount

\*Various problems will be addressed at this stage including such things as obligating the district to matching funds for an unwanted grant, future staffing requirements and the like.