

Prairie School Foundation (PSF) Grant Approval Policy

10-5-16

1. All grant requests from Prairie School staff, teachers or administrators should first be submitted to the College Community School District's Community Relations Director, Steve Doser.
2. After approval by the community relations director the grant requests should be given to the foundation's Executive Director, Randy Rumery for presentation to the foundation's allocation and/or board executive committee.
3. Grant requests should meet these foundation priorities:
 - a. Directly impacts education
 - b. Affects a large number of students
 - c. Provides long term benefit for the school and students
4. The request should include a description of the project including:
 - a. Its purpose.
 - b. Benefits to students and district.
 - c. Physical location and description.
 - d. Who will administer, supervise, and/or maintain the project?
 - e. Will there be multiple grant requests for the project? (Booster Club, PTO, Prairie Music Association, etc)
 - f. When are the funds needed?
 - g. Has a department head approved the project? Provide name and date approved.
 - h. Has the superintendent approved the project? Provide date approved.
 - i. Does the project need school board approval? If yes, than show date approved.
5. If approved by the Allocations Committee or the Executive Committee the foundation president will seek approval of the grant request by the full PSF Board of Directors.
6. The PSF's President, or his/her appointee will relay the board's decision to the superintendent and the individual or group requesting the grant.