



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCA – GRANT APPLICATION

Division personnel must have approval of a Senior Administrator prior to applying for a monetary or in-kind grant on behalf of the Division or a division school. A report summarizing the grants applied for will be provided to the Board annually.

Division Personnel must obtain approval to apply for Grants as per the following procedure:

1. Complete the **GRANT REQUEST APPROVAL** Form.
2. Forward the form to the appropriate immediate Supervisor for consideration and to recommend for approval.
3. Forward the form to the Secretary-Treasurer.
4. The Secretary-Treasurer will consider the request, indicate approval or denial of the request and return it to the person / school who submitted the request.
5. Personnel that are successful in obtaining grants will provide a report to the appropriate Senior Administrator upon receipt of the grant and/or completion of the project.

Date Adopted: January 4, 1986

Date Revised: June 15, 2006

Date Revised: January 12, 2011

Date Reaffirmed: October 28, 2015

Date Reaffirmed: October 30, 2019



Rolling River School Division

GRANT REQUEST APPROVAL FORM

Date Submitted : _____

REQUESTED BY:

School / Office: _____

Name: _____ Signature: _____

GRANT INFORMATION:

Name of Grant: _____

Amount: _____

Description (Please attach any additional information, brochures or copies of completed application forms)

SUPERVISOR RECOMMENDATION:

Approved

Declined

Date: _____

Name: _____ Signature: _____

Title: _____

DIVISIONAL APPROVAL / DECLINE:

Approved

Declined

Date: _____

Name: _____ Signature: _____

Title: Secretary-Treasurer

Return copy of signed form to the attention of the School / Office Personnel making the request.