



Donation / Gift / Grant Request and Acceptance; Criteria and Procedures

2022-2023

Bemidji Area Schools is receptive to outside financial support to aid in the delivery, maintenance, and improvement of our educational programs. Outside support includes, but is not limited to:

1. Monetary grants from public or private agencies,
2. Private cash gifts to the district or a school, or
3. Donations of equipment

In order for any of these support items to be accepted, they must not include conditions or demands which would jeopardize the ethical or practical operation of the District.

DONATION OR GIFT ACCEPTANCE CRITERIA

The donation or gift:

1. Must have a purpose consistent with those of the District and its Strategic Plan;
2. Will not expose the District to future hidden costs;
3. Will not require the Board to continue a program when the donation or gift is exhausted;
4. Will not conflict with any provisions of school policy or public law;
5. If noncash, it will be reviewed for compatibility and reasonable ability to use;
6. Shall become District Property.

All monetary donations and gifts must be fully spent in the school year in which they are received.

DONATION OR GIFT AUTHORIZATION AND ACCEPTANCE PROCEDURES

1. A requesting staff member completes the Donation or Gift Authorization and Acceptance Form and obtains approval from their supervisor.
2. Submit the signed Form to the Superintendent's office for review and approval.
3. After review, the Superintendent will notify the requesting staff member and their supervisor if the donation can be accepted or not.
4. If the donation or gift amount is \$500 or more, the Superintendent will present the request to the School Board at the next board meeting.
5. The School Board will then motion to accept or reject the donation.

GRANT ACCEPTANCE CRITERIA

Grants can aid teachers by providing extra funds for supplies, professional development, technology, class field trips, and more. Grants are especially important in K-12 education as they bring extra money directly into the District and classroom.

The grant:

1. Must have a purpose consistent with those of the District and its Strategic Plan;
2. Will not expose the District to future hidden costs;
3. Will not require the Board to continue a program when the grant is exhausted;
4. Will not conflict with any provisions of school policy or public law;
5. If for technology, must be compatible with existing equipment and platforms and be approved by the Technology Coordinator;
6. Shall become District Property.

All monetary grants must be fully spent in the school year in which they are received.

OBTAINING APPROVAL TO SUBMIT A GRANT APPLICATION PROCEDURES

1. **Prior** to submitting any application for a grant, obtain approval from your supervisor.
2. Complete and submit a Grant Request Form to the Superintendent's Office.
3. The Superintendent will review the submission and coordinate with the applicable departments or programs which could be impacted if the grant were approved.
4. After review, the Superintendent will notify the requesting staff member if they can continue with the process and submit an application for the grant or if the request to apply for the grant has been denied.

All monetary grants must be fully spent in the school year in which they are received.

If the potential grant is multi-year, contact the District Accounting Coordinator prior to acceptance of the grant award.

If the potential grant provides for stipends or payroll costs, contact the District Accounting Coordinator prior to acceptance of the grant award.

OBTAINING SCHOOL BOARD APPROVAL TO ACCEPT AN AWARDED GRANT PROCEDURES

A Grant Request Form must be approved before an application can be submitted for a grant.

1. After approval, the requesting staff member can move forward with completing and submitting an application for the grant.
2. Once the grant is awarded by the Organization, the staff member will need to complete the Grant Acceptance Form.
3. Upon completion, the staff member will email it and a copy of the awarded grant to the Director of Curriculum and copy the Superintendent's Administrative Assistant.
4. The Director of Curriculum will present the request to accept the grant to the School Board at the next board meeting.
5. The School Board will then motion to accept or reject the awarded grant.
 - a. If the awarded grant is accepted, the requesting staff member will be notified.

REFERENCES

Minnesota Department of Education

1. [2021 UFARS Chapter 14 - Student Activity Accounting](https://education.mn.gov/MDE/dse/schfin/fin/UFARS/)
<https://education.mn.gov/MDE/dse/schfin/fin/UFARS/>
 - a. Gifts and donations must only be accepted by the board.
 - b. Donations may not be made to individuals, recognized religious entities, or organizations such as a booster club.

School Board Policies

<https://www.bemidji.k12.mn.us/district/board-of-education/board-policies/policy-finance/>

1. SBR 300-60-1R District Purchasing and Requisitioning Administrative Procedures
2. SBR 300-60-1R(7) Direct Shipments/Direct Pick-up Administrative Procedures

District Procedures

1. [Staff Resources](https://www.bemidji.k12.mn.us/staff/) <https://www.bemidji.k12.mn.us/staff/>
 - a. Grant Resources section
 - i. [Grant Request Form](https://form.jotform.com/223114592578056) <https://form.jotform.com/223114592578056>
 - ii. [Grant Acceptance Form](#)
 - iii. [Donation or Gift Authorization and Acceptance Form](#)
<https://form.jotform.com/230384864701053>

Business Office Resources

1. [Business Office Forms](https://sites.google.com/a/isd31.net/district-forms/district-forms/business-office-forms) <https://sites.google.com/a/isd31.net/district-forms/district-forms/business-office-forms>