

Funding Proposals, Grants and Special Projects

To avoid confusion and to insure coordination of all funded projects, the following procedures will be used in submitting requests for new projects and for preparing new proposals.

1. A staff member (may be a director, administrator, department chairman, program leader, or any individual) will prepare a capsule written description of the project and submit it, along with a request for approval, to an immediate supervisor.
2. The supervisor will approve or disapprove and submit the description and request through any other immediate supervisor to the director of the department.
3. The director of the department will submit the request to the business manager.
4. The business manager then will submit through the administrator to the administrator's advisory committee the following:
 - a. The capsule description of the project
 - b. Summary of comment on it
 - c. Recommended action
5. The administrator and his/her advisory committee will tentatively approve or disapprove the project. The business manager will return the materials and results to the person initializing the suggestion.
6. The person initializing the suggestion, if it has been approved, will prepare the application and proposal under the direction of the business manager who will use the resources of the business department.
7. The administrator will present the proposal to the advisory committee for approval or disapproval.
8. The administrator will submit proposals approved above to the Board of Education.
9. The administrator or designee will sign the proposal.
10. The business manager will submit the proposal to the appropriate agency. The administrator will submit to all concerned personnel status reports on the proposals as they are received.

First Reading Date: _____

Adoption Date: _____

Lake George Charter School