


## HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Administration/Business	AB21-0301
	Grants and External Funding	ADOPTED DATE: March 16, 2021 REVISED DATE: October 18, 2022

The Howard Gardner MI Charter School pursuit of external funds is aimed at supporting the Mission, Vision, Strategic Plan and goals of the School. The sources for external funding may be from private organizations as well as international, federal, state, regional and local public entities. All staff are encouraged to identify possible sources to augment and support the operations of the School.

If a teacher, administrator, staff or board member wishes to apply for a grant on behalf of the School, they must first research it, then submit the Grant Request Form that includes the merits of the grant to be determined. The Request Form requires brief answers to the following questions:

1. Who or what is the funding agency and what is its general purpose in making the grant?
2. What is the anticipated amount of that is reasonably likely to be approved if the grant application is successful? (Note: no amount is too small for this policy to be followed).
3. What is the deadline for submission?
4. What information is needed to complete the grant application?
5. In what specific ways does this grant align with the School’s Mission, Vision and Strategic plan and goals?
6. If the grant involves funding a program that will be ongoing in the future, how does the grant address sustainability of funding?
7. Does the grant require matching funds from the School? How much and what are the terms?
8. If the grant involves equipment, what are the requirements for installation, storage, and/or maintenance?

Within 5 days of receipt of the Grant Request, the CEO or designee will make the determination whether to submit the grant application and in collaboration with the Requester will establish a timeline and workplan for submission. The CEO will also consult with the Business Manager to review financial aspects of the grant as well as other administrators, as appropriate. The CEO or designee is the authorized signatory for all grant applications.