

HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Administration/Business	AB21-0301
	Grants and External Funding	ADOPTED DATE: March 16, 2021 REVISED DATE: August 18, 2026

Policy

The Board of Trustees encourages the pursuit of grants and other external funding that support the Mission, Vision, Strategic Plan, and goals of Howard Gardner MI Charter School (HGMICS). External funding may be sought from private organizations and international, federal, state, regional, and local public entities. All staff are encouraged to identify possible funding sources that may augment and support the operations and programs of the School. No person may submit a grant application, accept a grant award, or commit School funds, personnel, facilities, or other resources on behalf of HGMICS except in accordance with this Policy and applicable Board authorization.

Grant Request and Preliminary Review

A teacher, administrator, staff member, or Board member who wishes to pursue a grant on behalf of the School shall first research the opportunity and submit a Grant Request Form to the CEO or designee before an application is submitted. The Request Form shall provide sufficient information to permit the School to evaluate the merits, obligations, and potential impact of the grant. No amount is too small for this Policy to apply.

The Grant Request Form shall address, at a minimum:

1. Who or what is the funding agency, and what is its general purpose in making the grant?
2. What amount is reasonably anticipated to be awarded if the application is successful?
3. What is the deadline for submission?
4. What information and School resources are needed to complete the application?
5. In what specific ways does the grant align with the School's Mission, Vision, Strategic Plan, and goals?
6. If the grant funds a program that may continue beyond the grant period, how will the program be sustained after grant funding ends?
7. Does the grant require matching funds or other financial commitments from the School? If so, what amount and on what terms?
8. If the grant involves equipment, what are the requirements and anticipated costs for installation, storage, maintenance, replacement, or disposition?
9. What staffing, reporting, data collection, procurement, contractual, facility, or other operational obligations would the grant impose on the School?
10. Does the grant create any obligation or anticipated expenditure that is not included in the current Board approved budget?

Review and Authorization

Within five business days of receipt of a completed Grant Request Form, the CEO or designee shall determine whether the School should proceed with the application and, in collaboration with the requester, establish a timeline and work plan for submission. The CEO shall consult with the Business Manager regarding the

financial aspects of the grant and with other administrators or professional advisors as appropriate. In evaluating a proposed grant, the School shall consider the anticipated benefit, financial and operational obligations, sustainability, compliance requirements, and the School's capacity to administer the award.

Board Approval

Board approval shall be obtained before submission or acceptance, as applicable, of any grant that requires matching funds or other expenditures not included in the Board approved budget, creates an ongoing financial or staffing commitment after grant funds are exhausted, requires a material commitment of School facilities or resources, or otherwise requires Board action by law, contract, or existing Board policy. The CEO or designee is the authorized signatory for grant applications that have received all required internal and Board approvals. Submission of an application does not authorize acceptance of an award whose terms differ materially from those presented during the approval process.

Acceptance and Administration of Grant Funds

Before a grant award is accepted, the CEO or designee and Business Manager shall review the award terms, including any restrictions, matching requirements, reporting obligations, and conditions of payment. Grant funds shall be separately accounted for as appropriate and used only for authorized purposes and in accordance with the award terms, applicable law, School procurement requirements, and other Board policies. The CEO shall designate the administrator responsible for programmatic compliance, and the Business Manager shall be responsible for financial accounting and fiscal reporting associated with the award.

Monitoring, Reporting, and Closeout

The CEO or designee shall ensure that required programmatic and financial reports are completed and submitted in a timely manner and that grant records are maintained in accordance with applicable requirements. Any material compliance concern, anticipated cost overrun, loss or reduction of grant funding, or inability to satisfy a material grant condition shall be promptly reported to the CEO and Business Manager and, when appropriate, to the Board. At the conclusion of the grant period, the School shall complete all required closeout activities and determine whether any grant funded program will continue and, if so, identify an authorized and sustainable source of funding before the School assumes an ongoing obligation.