

Guidelines for Grants and Donations

1. Definition of Donation – the voluntary transfer of property from one individual or entity to another, especially charitable, without an expectation of a return
 2. Processing Donations – Principals may accept cash donations of less than \$500 without School Board approval. Internal Accounts cash donations may be deposited directly into Internal Accounts. Donations of tangible property whose value is less than \$750 may also be accepted without School Board approval. Any cash donation of \$500 or greater or tangible property donation of \$750 or greater must be approved by the School Board in order to be accepted. Schools or departments receiving donations of cash or property in excess of the amounts referred to above must complete the PCSB Acceptance of Donations Form and an eAgenda item. Hard copies of the Acceptance of Donations form are not required by the Finance Department, unless accompanied by a check for deposit into Budgeted Accounts.
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3. Definition of Grant – funds that are available from federal, state, local, corporate, private or other agencies, given for a specific purpose and requiring some form of compliance
 4. Processing of Technology Grants – Grants featuring technology are coordinated by the applicant school, department or individual, with the School Technology Services Department. The School Technology Services Department reviews all technology grant proposals for technological compliance and consistency with School Board policy. Copies of both the grant guidelines and the full grant proposal are filed in the School Technology Services Department. School Technology Services submits School Board agenda items for technology grants.
 5. Processing Other Grants - Other grants are coordinated with the district Grants Department, which reviews grant proposals for consistency with School Board policy before forwarding agenda items for School Board approval. For each application, the district Grants Department keeps a file of the grant guidelines and proposal. Grants are submitted for board approval upon completion of the applications.
 6. School Board Agenda Items –Administrators may submit eAgenda items for grant approval, or give the information to the district Grants Department to initiate the agenda item on their behalf.
 7. Work Session Agendas - All *new* grants, including mini-grants, are subject to work session review prior to being placed on the School Board agenda. Those with positions go on the *presentation agenda*. All others go on the *information agenda*. Continuation grants, including those with positions in them, need not appear on a work session agenda. However, all board agenda items are subject to work session review, at the discretion of board members, at the work session just prior to the School Board agenda on which they appear.