

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Grant Proposals and Expenditures

Section: Fiscal

Code: DD-AR

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The District encourages staff to seek grants to finance activities, programs, personnel, staff development, facilities and equipment needs that are consistent with district goals. The superintendent / designee is authorized to approve applications for grants.

“Grant” resources are those for which the District makes an application to a grantor, often to fund a specific program. The grantor may be a federal, state or local government, a foundation or an individual, to name a few. Grants will often have specific requirements that are to be met before the District is entitled to the funds (i.e. matching provisions, expenditure driven) and often require some type of reporting. The use of grant resources will follow the policies, regulations and procedures currently in use for non-grant resources, with the following exceptions:

**Purchase of non-consumable items with grant proceeds:**

Unless otherwise stated in the grant agreement, all non-consumable items acquired with grant proceeds become the property of the District. Non-consumable items may include any items for which the estimated life is greater than one year.

For non-consumable items purchased with federal resources passed through the State (i.e. Title grants), including instructional materials, the District is required by the State to clearly label and to track these items as federal items. It is the responsibility of the grant manager to institute procedures to assure these items are processed within the guidelines of the grant.

**Indirect Costs:**

Indirect costs are defined by the Oregon Department of Education (ODE) and are those that are not readily identifiable with the grant program itself but nevertheless are incurred by the school district for the joint benefit of the program and of other activities. The indirect rate for the District is calculated by ODE annually and is effective on July 1 of each year. All grants will be charged the State approved indirect rate with the following exceptions:

1. The grant agreement sets a maximum indirect rate that is below the State approved rate
2. The grant is for capital purchases only (ie buses)
3. The grant is less than \$10,000 per year

**Reference:**

BDGOV A.6

KH-AR

Reviewed / Approved by Cabinet: 5/19/08, 10/6/08