

### **GIFTS, GRANTS AND DONATIONS**

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. It shall be the general policy of the District to direct those who desire to make contributions to consider equipment, supplies, or services that are not likely to be acquired from public fund expenditures. The Board may accept any gift or grant of land with or without improvement, and of money or other personal property, and acknowledge the purpose, if any, for which the gift was made.

All grants/donations must be pre-approved by the District. The application can be found on the “Staff” portion of the school system’s website.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership would tend to deplete the resources of the District.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the Board.

Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented to the Board for consideration and approval.

Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis (part of cost provided by an individual or organization and part by the Board from public funds) must receive the prior approval of the Board.

Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

A list of supplies and equipment contributed primarily for school use should be reported to the Board by the Superintendent or designee.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

No gifts shall bear the name of an individual, organization or company. Together, the Board of Education and the Superintendent may allow a temporary sign/board on school property to thank donors for their contributions.

Adopted: January 17, 2023

**Revere Local School District  
Pre-Approval Request Form for Grants and Online Donations**

Thank you for your interest in writing a grant on behalf of the Revere Local School District. Your effort to obtain the funds and/or equipment necessary to improve opportunities for our students is so greatly appreciated.

Revere Local School District Board Policy #9.04 stipulates that items gifted to the District (i.e. grants) be approved by the principal/superintendent and then reported to the Board. Once a gift is received, it is considered District property.

Please complete the following application and submit it to the Assistant Superintendent's office at least 15 days prior to the grant deadline. Administration will review the request to determine if the grant will be accepted on behalf of the District.

Again, thank you for your interest in seeking additional resources for our students.

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**GRANT WRITER'S INFORMATION:**

Date Submitted \_\_\_\_\_

Employee \_\_\_\_\_

Grant Due Date \_\_\_\_\_

Grade Level/Content Area \_\_\_\_\_

**GRANT/DONATION APPLICATION INFORMATION:**

Funding Source \_\_\_\_\_ F

Project Description \_\_\_\_\_

Curriculum Connection \_\_\_\_\_

Desired Outcome \_\_\_\_\_

Targeted Population (i.e. grade level) \_\_\_\_\_

Amount Requested \_\_\_\_\_

Items Requested \_\_\_\_\_

**TECHNOLOGY INFORMATION:**

If technology is requested, please attach the specification for the IT department to approve.

Director of Technology's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval (Yes or No) \_\_\_\_\_ If no, state reason: \_\_\_\_\_

**TO BE COMPLETED BY ADMINISTRATION:**

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval (Yes or No) \_\_\_

If no, state reason: \_\_\_\_\_

Assistant Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent's Approval (Yes or No) If no, state reason: \_\_\_\_\_

Date of Approval/Denial of Grant \_\_\_\_\_ Date of Board Report \_\_\_\_\_