

Carbon Valley Academy – Grant Writing Policy

Grant Writing Liaison

All grant applications written by parents, volunteers and staff of the Carbon Valley Academy (CVA) are funneled through the Grant Writing Liaison. Currently, this person is a member of the board of directors. However, at the discretion of CVA's board of directors, this person can be a school parent, a volunteer community member, or a paid consultant working with the school.

The Liaison reports to CVA's board of directors, and is responsible for keeping them up-to-date on grant writing proposals, applications, and potential grant opportunities.

The Grant Writing Liaison is the "clearing house" for all grants written by CVA parents, board of director members, school staff, and volunteers. The Liaison is responsible for keeping a record of all grants written or applied for and the details (when written, contact information, why denied, etc.). The liaison also keeps a grant calendar to keep track of all future potential grant opportunities.

The Liaison is the contact person for all grants, and is responsible for keeping a copy (either printed or electronic) on all grants applied for on behalf of CVA.

Grant Writing Procedure

If a CVA parent, teacher, staff member, or board member wishes to apply for a grant, they must first research it, write a short proposal on the merits of the grant, and note what information is needed to complete it. The proposal is then reviewed by the Liaison, who has the ability to approve or deny the proposal.

Once the go ahead is given by the Liaison, the grant writer can write the grant application. However, the board liaison must give final approval before it is sent out.

Exceptions

The Colorado Department of Education (CDE) Grant and similar type grants are written by the CVA's SchoolStart consultant and the principal. They do not need to go through the Grant Liaison for approval. However, the principal and SchoolStart must notify the board that the school is applying for these grants and kept up-to-date on the status of the grant application.

Approved 9/12/05