

POLICY #1.50
GRANT WRITING COMPENSATION POLICY

It shall be the policy of Eufaula Schools to offer incentive(s) to Eufaula School Employees who, upon their own initiative, gather necessary data for, and write, and submit grants which will benefit Eufaula Public Schools, under the following conditions:

1. If an employee expects to be personally compensated for his/her efforts, all grant writing by Eufaula School employees must be done on the employee's time, not on school time
2. To qualify for compensation for grant writing, the employee must submit a written proposal to the Superintendent of Eufaula Schools before the grant is submitted to the grant provider. The proposal must contain the purpose of the grant, the amount of the grant, and details regarding any matching funds needed from the school to qualify for grant approval. The superintendent will then make a recommendation to the Board of Education detailing the features of, and the desirability of, the grant as it applies to Eufaula Schools. The Board will then reject or approve the superintendent's recommendation(s); and, in cases of Board approval, the grant writer will be instructed to proceed with pursuit of the grant. In those rare cases when deadlines for a grant proposal curtails the Board of Education's ability to meet in regular or special session to approve the application process, the superintendent will make final determination as to that grant application. Under these conditions, the Board of Education will be notified by the superintendent as soon as practicable and advised of his/her decision.
3. Compensation - Employees, who meet the above criteria and submit a grant application which results in Eufaula Schools being awarded a grant, will be compensated at a rate of four and one-half percent (4.5%) of the net grant awarded. If a grant is written for a multi-year period, the commission on the grant will apply only to the first year of the grant. Commission will not be paid to a grant writer on any funds approved for any years subsequent to the first year. No incentive or compensation will be paid to an employee who writes and submits an unsuccessful grant proposal.
4. Sundry Considerations - When, in the opinion of the superintendent, the expertise needed to write a grant, and have a high probability of securing that grant, a professional grant writer is needed, the superintendent will contact appropriate professional grant writer(s) to secure their services. Before such action is finalized, the Board must approve a contract with said professional before their services can be employed. In such cases, the superintendent will consider requests by Eufaula School employee(s)

to be given a chance to write such a grant. However, if in the superintendent's opinion, an employee making such a request does not have the expertise or grant writing experience needed to insure a high probability of being awarded the grant, then the superintendent will refer the matter to a professional grant writer.

The above policy approved at the Regular meeting of the Eufaula Board of Education on August 10, 2009.