



## Grant Process

Crowdfunding included - examples: GoFundMe, Donors Choose, etc.

The following process will be used for any grant request including crowdfunding (example GoFundMe, Donors Choose, etc.).

This process is in place to;

- ensure the grant is aligned with YCS District goals, objectives, priorities, vision, and mission;
- ensure proper compliance with grants, guidelines, accounting rules, and laws;
- comply with School Board Policy and Administrative Guideline [6605 - CROWDFUNDING](#) (search under Policies and Administrative Guidelines for 6605); and
- provide support in securing and implementation of the grant.

Process:

### **Applications & Pre-Approval of Content**

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit to and obtain approval of an application (application below) by the Principal that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered. If salaries are included, applicable fringe benefits must also be listed.
- B. A copy of any narratives that will be utilized in order to solicit the funds on the website along with any photos that the staff member

wants to use on the crowdfunding site. When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or need. Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with FERPA.

- C. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.
- D. All posting - including any photos and information contained in the narratives - must comply with applicable State and Federal student privacy laws, including the FERPA and IDEIA.
- E. Postings may not include identifiable student images; staff should limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands).
- F. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- G. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Principal of the school that will be benefitted by the funds/items.
- H. Staff shall confirm that sought after technology resources align with the District's/school's technology plan and requirements.
- I. A description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift.
- J. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The Building Administrator will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting 1) will not create any legal liabilities, 2) complies with Board policy and guidelines, and 3) does not violate State and Federal laws and regulations. The Building Administrator should pay particular attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If a Building Administrator identifies an issue that may have legal implications, s/he is required to notify the Superintendent so that the District's legal counsel may be consulted prior to the Building Administrator rendering a decision on the proposal or posting.

Campaigns will be limited in duration, as set forth in the application.

When the project is approved, the staff member/sponsor will provide the Superintendent with any information needed for the District to receive donated funds directly from the crowdfunding site.

The District is not responsible for the tax benefits and/or consequences of the donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

The staff member is responsible for then making sure any awards, and/or appropriate recognition are sent to the appropriate donors.

Once the funds or supplies/equipment purchased by the crowdfunding site with the proceeds of the campaign are received, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the Building Administrator, is responsible for making sure any funds received are used for the express purpose for which they were raised; the employee must submit to the Building Administrator documentation of any expenditures of the

funds, including any purchases made with those funds. Such documentation must be submitted within five (5) school days of the expenditure. All funds raised and materials donated are considered the property of the District and shall remain in the District in the event the staff member who ran the crowdfunding campaign terminates his/her employment with the District.

Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

The staff member must submit a final report on the project to the Building Administrator and Director of State and Federal Programs. Failure to produce a final report will jeopardize the employee's ability to engage in crowdfunding in the future.

A staff member who violates this policy/guideline is subject to disciplinary action.

#### YCS School Board Policy 6605

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity.

"Crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent or of the Board upon the recommendation of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.