

TO: KEYSTONE SCHOOL DISTRICT EMPLOYEES
FR: KEYSTONE SCHOOL DISTRICT EDUCATION FOUNDATION
RE: GRANT EXPANSION PROCEDURES
DT: MARCH 24, 2008

The Keystone School District Education Foundation has awarded grants related to technology to district employees to use in their classrooms.

KEYSTONE SCHOOL DISTRICT EDUCATION FOUNDATION

The Keystone School District Education Foundation is approved to be on the list of educational improvement organizations under the Educational Improvement Tax Credit (EITC) Program. To be eligible for the EITC credit, programs must meet the “innovative educational program” criteria established by the Department of Community and Economic Development. The agency must approve all grants. When the grants are approved they are eligible for expansion. In order to be consistent all expanded grants must be approved by the Foundation using the following procedures:

501 (c) 3 GRANT EXPANSION PROCEDURES

- I. Grant Expansion may occur with existing approved grants. An approved grant may be expanded either individually or with a partner upon appropriate administrative approval.**
- II. Expanded grants must include all components, involve all stake holders and have prior administrative approval before submission.**
- III. Total cost of ownership must be considered with all expanded grants. For example, maintenance staff’s labor and costs, additional hardware, additional software, building electrical needs, and any other items not listed in the expansion budget.**