



# 1720 A

## Administration of External Funds

*Regulation 1720 A*

Original Adoption: 04/17/2019

Effective Date: 04/17/2019

Revision Dates:

Review Dates:

---

### **I. PURPOSE**

The administration of funds received from external sources must follow the same exacting procedures that assure the public that funds received by the district are appropriately distributed and used. External funds may or may not come to the district with specific requirements added by the donors or grantors. Both internal and external controls for these funds allow stewardship of these funds to improve the outcomes for Minneapolis Public School students. The purpose of this regulation is to establish basic rules for administration of funds sought and received by the district from sources other than through the district's levy powers.

### **II. GENERAL STATEMENT OF REGULATION**

- A. This regulation applies to all external funds sought through a grant application or solicitation other than general, untargeted fundraising conducted by a school under the supervision of its principal.
- B. The Superintendent is the only person permitted to approve a grant application for external funding sources.
- C. Any contracts that constitute a grant or solicited donation of funds shall be subject to this regulation, and must be approved by the Superintendent.
- D. All grant applications or solicitations of external funds must be processed with the assistance of the Resource Development and Innovation Department.
- E. The Chief Financial Officer may establish such rules, forms and procedures to support the solicitation of external funds through grant applications or direct solicitation of donors.
- F. No grants shall be approved that require expenditure of funds that would conflict with the general standards of use of public funds or other district financial rules.
- G. All solicited grants or funds must be administered by an employee of this district, or by a person or organization under an appropriate contract with the district.
- H. All funds received through a grant or solicited donation must be administered under district accounting rules and procedures.
- I. The Superintendent may approve grant applications or direct solicitation of donations that will be used to pay for district positions that may result in employment contract rights under agreements to which the district is a party.



**III. DEFINITIONS**

- A. “direct solicitation of donations” shall mean activity that is targeted to specific organizations or persons and not the general public for the purposes of receiving funds or other financial assistance from third parties.
- B. “external funds” shall mean any money or other financial assistance whose source is other than funds received through the district’s levy power, unsolicited donations, bequests or gifts.
- C. “general, untargeted fundraising” shall mean any activity broadly directed to the general public and not specific organizations or persons for the purposes of receiving funds or other financial assistance from third parties.
- D. “grant application” shall mean any writing submitted to an external organization for the purposes of applying to receive funds from that organization.

**IV. RESPONSIBILITY**

- A. The Chief Financial Officer shall provide technical support to schools, departments, programs or employees in the grant application process.
- B. Principal and Department heads are responsible to assure that all staff receives appropriate training for compliance with this regulation.

***Cross References***

MPS Policy 1302 (Corporate Involvement in Schools)  
MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)  
MPS Policy 3200 (Local Funds)  
MPS Policy 3220 (Income – Federal, State, Local Funds)  
MPS Policy 3280 (Gifts, Bequests and Grants)  
MPS Policy 5540 (Fundraising)