



Grants for Great Ideas/Grant Express Transfer Policy

Objective: To establish an equitable process for determining whether or not the staff member may take grant-awarded items with them if they move to a new campus.

Background: From time to time, instructors from campuses within our district will have the opportunity to transfer to different campuses. Some of these professionals will likely be former grant winners or individuals who would like to apply in the Spring before all personnel placement determinations are made for the coming school year.

Current Policy : Each transferring instructor who wishes to take grant items with them to the new campus must submit a request in writing to the Executive Director of the Education Foundation before removing the items from their currently assigned classroom. The staff member's request to move grant items to a new campus will be considered on a case by case basis by the grant committee. The typical rationale for approval/disapproval of this request will be as follows:

- ★ Teachers in possession of grant items won as a result of a "single author" submission (meaning that only one person submitted the grant) will be allowed to take grant items with them to their newly assigned campus *as long as* the products will still be used for the same age range and general subject area as outlined in the approved grant application.
- ★ Teachers who participated in the grant application process as a group must leave the grant items with the original department or group that made application for the products.

Each request to transfer grant items to another campus will be considered on a case by case basis. Requests to move the grant items should be made via email to Suzi Pagel at foundation@midwayisd.org . All requests should be submitted to the Education Foundation as soon as possible and **before** any items are moved to a new campus.

Note: Staff members transferring to a different grade level, subject, or campus should wait until they have assumed their position in the newly assigned area before submitting grant applications.
