



**Grant Bonus Procedure**

**Initial Approval Date: September 13, 2007**

**Revised Date: November 8, 2007**

**Second Revision Date: November 11, 2010**

**PURPOSE**

Wasatch Peak Academy recognizes and encourages faculty to be aware of opportunities which enhance the learning experience of each child through opportunities in the classroom. Faculty members are encouraged to be aware of, and seek, opportunities to enhance instruction through the acquisition of Grants. If a faculty member is successful in acquiring a grant the school will award the faculty member the equivalent of ten percent of that grant as a reward for his/her efforts. In the case of multiple faculty members working together in acquiring a grant, the 10% award will be split evenly between the parties.

**PROCEDURE**

The following criteria must be followed in order to qualify for the incentive money:

1. All grants sought must be approved by the school principal prior to filling out the grant application.
2. If the school is required to appropriate matching funds for any grants sought, then the Principal must approve writing of that grant to assure it fits within the school budget. If the amount exceeds the budgeted amount within the schools annual budget then the Board must approve a budget adjustment prior to writing the grant.
3. Incentive funds will be distributed to the faculty member who successfully acquired the grant within 30 days after the grant is funded.
4. Funding for incentives will come from the schools non-restricted revenue funds in cases where grants prohibit using funds from the grant as incentives,
5. As teaching is the primary responsibility of each faculty member, grants are only to be written after consulting with the school principal to assure the grant writing will not interfere with teaching workload.

Signature of Board President:

Daniel Rip, Board President

Date