Grant Writing Guidelines

Procedures for Submitting a Grant Application

1. Secure support from your **Building/Program administrator**:

    ____   a. discuss details of grant application, including expectations of the administrator.

    ____   b. establish goals and parameters of proposal to support improvement of student learning.

    ____   c. link grant focus to district strategic plan and building improvement plan.

    ____   d. identify time commitment of participant(s): need/funding for subs and summer training.

    ____   e. determine amount of funding support to include indirect and in-kind budget budget dollars from building budgets and secure administrator approval.

    ____   f. site administrator signs off application and listing of the agreements reached on items a-e.

2. Obtain from the **Business Office**:

    ____   a.   grant application information and Grant Information Worksheet.

    ____   b. Business Manager reviews and signs the completed Grant Information Worksheet

    ____   c. if awarded, provide all follow-up documentation and information regarding funds, purchases and inventory to the business office.

    ____   d. clear salaries being offered to new hires through Personnel.

    ____   e. secure matching dollars for grant if necessary.

3. Consult with the **Technology Department** to schedule a time to meet and determine the possible impact of this grant to our district in terms of:

____ a. feasibility of network access and cost/funding approval to upgrade existing LAN or telephone system to support grant equipment.

____ b. funding source/approval for increased technical support, maintenance, and supplies.

____ c. funding source/approval for software licenses used in the district or required to participate but not covered by the grant.

____ d. secure signature/approval from Director of Technology for documented agreements reached in items a-c above.

____ 4. Submit the original application, a copy of these Grant Writing Guidelines, along with items 1-3 above completed and signed off by the appropriate administrator to the **superintendent** for final approval.

____ 5. Keep a copy of all items as personal records before sending in the application.

____ 6. Notify the aforementioned administrators if the grant is received to determine an implementation time line and identify the party responsible for compliance reports.