# Grant Application Protocols

| Step | Person Responsible | Action | Rationale |
|------|--------------------|--------|-----------|
| Before Submitting a Grant Application for Funding | | | |
| 1 | Teachers and staff | Review grant opportunity and meet with Site Administration to review grant application and get site approval before pursuing grant. | Site Administration needs to approve grant application to ensure site has capacity to accept and manage grant. |
| 2 | Site Administration | Determine if the grant is aligned with site/district strategic plan efforts. | Site administration must be aware of all grant applications. |
| 3 | Site Administration | Notify Director of Categorical Programs & Grants of grant opportunity and provide the below information. | The Superintendent's Cabinet must approve all grants. Also, the proposed grant budget must be reviewed by Fiscal Services before grant submission. |

**Please address the following and email to Director of Categorical Programs & Grants**

- Identify the name and describe the purpose of the grant
- Identify the amount of funds you are requesting
- Provide a proposed budget and describe how the funds will be utilized
- Provide a link to the grant information

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| 4 | Director of Categorical Programs & Grants | Notify Assistant Superintendent, Educational Services, and Fiscal Services of grant opportunity using information provided above. | The Superintendent's Cabinet must approve all grants. Also, the proposed grant budget must be reviewed by Fiscal Services before grant submission. |
| 5 | Director of Categorical Programs & Grants | Notify site administration of Cabinet decision. Then, if approved and prior to grant submission, the Director of Categorical Programs & Grants will submit Governing | If awarded, all grants must have Governing Board approval before they can be accepted. |

| | | Board agenda item for a request for approval. | |
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| **Submitting a Grant Application for Funding** | | | |
| 6 | Site Administration | After the grant has been submitted by the site, provide a complete and Governing Board-approved copy of the grant application to Director of Categorical Programs & Grants. | All completed grant application will be forwarded to Fiscal Services where a "grant pending file" will be created. |
| **After Receipt of Grant Monies** | | | |
| 7 | Site Administration | Notify Director of Categorical Programs & Grants of grant award. | |
| 8 | Director of Categorical Programs & Grants | Contact Assistant Superintendent for authorized signature or approval of "certification of acceptance of grant conditions and general assurances." | |
| 9 | Director of Categorical Programs & Grants | Forward signed acceptance letter to the funding agency with a copy to Fiscal Services and site administrator. | |
| 10 | Fiscal Services & Budget Technician | ● Review correct account code structure.<br>● Enter budget into the financial system.<br>● Notify site administrator and Director of Categorical Programs & Grants when the budget is in the system. | |
| 11 | Site Administration | Implement grant as written in application, working closely with Director of Categorical Programs & Grants to ensure that reporting deadlines and grant commitments are met. | |