



## GRANT PROPOSAL AND PRE-APPROVAL PROCESS

Any district employee or employee group contemplating submitting a grant must adhere to the following guidelines prior to beginning the writing of the grant. Grant writers will submit the following in a brief format to the Assistant Superintendent for Administration and Instruction for pre-approval:

- Identification of key administrator/teacher project representative
- Identification of funding source, i.e. Dept. of Education
- Name of grant and I.D number
- A description of the grant criteria
- A description of how the grant will align with school district goals
- An abstract of a proposal designed to meet the stated criteria
- An evaluation plan
- A completed grant preliminary budget sheet including a description of the matching or in-kind funds requested to be committed by the district
- Identification of who will manage the grant as well as the district's commitment to disbursement of funds

The Assistant Superintendent for Administration and Instruction will return the proposal within one week of its submission.

### AFTER PRE-APPROVAL IS GRANTED

Upon completion of the grant writing process, the grant writer or grant writing committee must resubmit the completed grant proposal to the curriculum coordinator two weeks prior to the date that the grant is to be postmarked and/or received.

The curriculum coordinator must have the completed proposal to the Superintendent no later than one week prior to the date that the grant is to be postmarked and/or received.

**PLEASE NOTE:** All grants must include funds for grants management – see chart below:

Under \$5,000	.....	\$50
\$5,000 - \$10,000	.....	\$150
\$10,001 - \$25,000	.....	\$300
\$25,001 - \$100,000		\$450
\$100,001+	.....	\$600

