

Staff Grant Opportunities

Grant Application Protocol

To provide our staff members with support and fiscally accurate information the following grant application protocol is being implemented:

1. Prior to sending any grant inquiry or application to a funding source you must notify the office of the Superintendent, per an email, of your desire to solicit funds.
2. If the grant is for tech equipment the Tech Coordinator must be notified via email.
3. Before writing your grant application, the following questions must be answered to get Treasurer's approval to solicit the funds. The answers can usually be found in the Request For Proposals (RFP).

PLEASE COMPLETE AND RETURN THE ATTACHED APPROVAL FORM TO THE TREASURER

1. Following approval by the Superintendent, Treasurer and Tech Coordinator if applicable, you may proceed with writing the grant application.
2. One copy of the initial grant application must be sent to the Treasurer for submission to the Board of Education for approval.
3. If your grant is approved by the funding source, send a copy of the approval letter, and all funds received to the Superintendent. The Superintendent will process the file, forward a memo to the recipient explaining spending procedures, and forward the check to the Treasurer so it may be put on the appropriations at the next Board Meeting.
4. If the grant is denied, please send notification to the Superintendent so the file may be processed out.
5. Any budget changes or any other correspondence pertaining to the grant must be sent to the Superintendent.
6. Upon completion of the grant, process any final reports that are necessary and forward copies to the Treasurer and if necessary, the Superintendent.

PLEASE KEEP COPIES OF ALL INFORMATION FOR YOUR FILE

Treasurer Pre-approval Form for Grant Applications

NAME OF GRANT WRITER(S)

GRANT FUNDING SOURCE (i.e. Martha Holden Jennings Foundation)

NAME OF GRANT

AMOUNT OF GRANT

Before writing your grant application the following questions must be answered to get Treasurer's approval to solicit the funds. The answers can usually be found in the Request For Proposals. (RFP):

- Will you receive a check or will we need to be reimbursed for expenses?

- What is the fiscal year of the funding provider (July-June; Sept-Aug; Jan-Dec)?

- What are the procedures for obtaining the monies? (attach a copy of instructions from proposal)

- Deadline for funds to be Encumbered (on the books)? Expended (paid out)?

_____ **Approved** _____ **Denied**

Authorized Signature

Date