



## Grant Procedures

### ISD 318 School District's Procedures for Submitting Grant Applications

To provide procedures and guidelines for grant development, submission and implementation.

#### **Instructions for Teachers, Schools, or Departments Initiating Grant Applications**

1. The teacher, school or department initiating the grant submits the grant proposal form to the building principal for review and approval.
2. Upon approval, the principal or program administrator submits the grant proposal to the Business Manager and Superintendent for administrative review and approval. This review considers whether the grant concept compliments and/or enhances the achievement of state standards, district objectives or site team goals, and if the grant will put any financial responsibility on the District.
3. If the grant concept is not approved, the submitting party either provides additional information/justification for the concept to the building principal or ends the process.
4. If the principal, Superintendent and Business Manager approve the grant proposal, the teacher, school or department initiating the grant will be notified to move forward to write the grant application. They will submit the grant application, including budget, grant application guidelines and all necessary grant information to the principal who will review and approve it and direct it to the Superintendent and Business Manager for final review and approval. The grant should be submitted to the principal at least five working days prior to the grant application deadline. Once the grant has been reviewed and approved by the Superintendent, it will be returned to the department initiating the grant application who will officially submit it to the funding source.
5. If the grant application requires the use of district expenditures (transportation, materials, training, substitute teachers, technical services or equipment, etc.) prior approval from the Business Manager must be obtained in writing before grant application may be submitted. All grants requiring significant work in the administration of the grant will be charged up to a 5% administration fee.
6. If the grant has been awarded, the teacher, school or department initiating the grant application must notify the Business Manager and Superintendent's office that the grant has been received.
7. The grant writer coordinates the reporting requirements of the grant (i.e. periodic reports of both programmatic and fiscal nature). It is the grant writer's responsibility to follow through with all necessary documentation and reporting of the grant from initiation through the final report.

**DISTRICT 318  
GRANT PROPOSAL FORM**

**Submit this form to the building principal for review and approval.  
(minimum 5 days prior to deadline)**

Contact Person: \_\_\_\_\_

School: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Requesting Grant From: \_\_\_\_\_

Grant or Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other approvals as applicable (Transportation, Maintenance, Teaching & Learning, Technology, etc...)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT DESCRIPTION**

Attach a short description of your project in paragraph form. Please complete the additional information requested below which identifies which goals, objectives and targeted standards the project addresses. If there are building or budget implications, please describe what the district will be responsible for providing.

Number of students who would benefit from this grant:

Subject area/grade level:

Expected completion date:

Project Budget: (Please include a short, itemized budget indicating how the money will be used.)