Grant Writing Guidelines

Before submitting a grant application, these steps need to be followed:

1. A staff member must have permission from a site administrator/immediate supervisor to begin the grant proposal process.

2. If permission is granted, the principal/immediate supervisor will give the grant writer a "prospective grant proposal" form (see attached).

3. The prospective grant proposal needs to be reviewed by the building principal. If approved at the site level, the grant writer can begin to develop the formal grant application.

4. An electronic copy of the grant application and the prospective grant proposal form need to be forwarded to Brian Frazier, Director of Assessments and Grants, to undergo a review from the Educational Services, Human Resources, Business Services departments, IT Department (as needed) and the Office of the Superintendent. The copy needs to be submitted to the Brian at least ten working days before the grant deadline.

5. The grant writer needs to be ready to answer any questions from the reviewers. It is possible that these reviewers will have some suggestions.

6. The grant writer may be instructed to make some changes in the narrative or budget of the grant application. If that is the case, once the changes are made, that too must be shared with the reviewers.

7. If the grant application is approved at both the site and district level, it can be submitted to the agency, non-profit, or private funding source.

8. A final copy of the grant application needs to be on file with Brian in the Grants Office.

PROSPECTIVE GRANT PROPOSALS – rev 3-22-2015
(Return to Brian Frazier – Office of Assessments & Grants)

Date:	
Your name:	
Your site/department:	
Date reviewed by Site Admin:	
Name of Grant:	
Funding Source:	
Grant Dollars Requested:	
Duration of Grant (one-time only, months, years):	

Potential Strings Attached to the Grant award:	____	Matching Funds required
	____	District must pick up the costs of the grant after _____.
	____	Other _____

Project Purpose & Goals:	
Targeted Population:	
Justification of Need:	
Activities, Services, and Roughed-out Timeline:	
Staffing and Responsibilities:	

Estimated Costs:

Personnel (please note instructions below): • Certified employees will be paid hourly rate per district standard (eg - $24.74 + benefits = $26.83) • Classified employees will be paid their current hourly rate as defined by district salary schedule • Non-exempt employees (eg – classified) will not be permitted to participate if additional hours exceed 40 hours per week (eg – overtime)	Please indicate the number of certified employees x #hours x $26.83. Please indicate the number of classified employees x #hours x those employees' individual rates. Ensure that classified employees are not working beyond 40 hours in a given week.

Supplies, Books, Software, Materials:	
Purchased Services:	
Travel:	
Facilities:	
Equipment:	
Other:	
TOTAL:	**Place total here:**

Additional needs that would require District resources (check all that apply):

Personnel _____	Equipment _____
General Fund $$ _____	Facilities _____

Technology Items – additional information:
- Anyone implementing technology in the classroom needs to be clear about the who, how, what, and why part of the vision of obtaining the equipment and its use within the instructional setting. This helps the project to be successful in its implementation and goal.
- Any computing device will require support from the IT department if the device will need Internet connectivity.
  - If the device is used by students and connected to the Internet, it will be restricted to student Internet access only and may not be able to download apps in a normal manner.
  - The teacher will be responsible for configuring, installing, and maintaining the device.
- If a device has issues or fails, the IT department will provide limited assistance to the best of their ability. Ultimately, the teacher will be responsible for calling the device manufacturer for technical support and warranty beyond the capabilities of the IT department.

Please provide the following information:
- Create a clear plan that includes a main goal, what will be purchased, who will be the lead person to execute the plan, and what metrics will be used to measure success.
- If tablets (devices) are being considered, what apps are being considered and what account will be used to purchase these apps. The IT department will need to be provided with account information for the account that is used to buy and install apps. This way if there is an account issue, IT can assist.
- Look at Android-based tablets such as Samsung or Nexis devices. Include this in your plan and budget.

Technology Plan and Budget – please attach additional pages as needed.	

Please Route To:	RETURN TO BRIAN AFTER REVIEW ☺	
_____ **Lisa Noonan**	_____ **Teri White**	_____ **Holly Luna**
_____ **Rommy Cronin**	_____ **Christi Hines-Coates**	_____ **Brandon Swain**
_____ **Brian Frazier**	_____ **John Endter (if Technology Items are involved)**	

Lisa Comments:

___Approve
___Approve with conditions
___Not approved

Teri Comments:

___Approve
___Approve with conditions
___Not approved

Holly Comments:

___Approve
___Approve with conditions
___Not approved

Christi Comments:

___Approve
___Approve with conditions
___Not approved

Rommy Comments:

___Approve
___Approve with conditions
___Not approved

Brandon Comments:

___Approve
___Approve with conditions
___Not approved

Brian Comments:

___Approve
___Approve with conditions
___Not approved

John (IT) Comments (if Technology items are involved):

___Approve
___Approve with conditions
___Not approved