

OTHER REVENUES:  
GRANTS FROM PRIVATE SOURCES

CDC (R)

GRANTS FROM  
PRIVATE STATE  
OR FEDERAL  
SOURCES

The following submission procedures are to be used when applying for private, state or federal grants:

The grant initiator will review the granting agency's Request for Proposal (RFP) to ensure that the district/school meets all eligibility requirements to apply.

Prior to the development of a grant, the following process must be followed depending on the award amount.

For Grant Proposals up to \$5,000:

Identify the grant opportunity.

Discuss the grant opportunity with principal and/or department head. Complete the Grant Application Review Criteria form.

Obtain principal's/department head's approval and complete the Preliminary Approval for Grant Submission Up to \$5,000 form. Principal's/Executive Director's signature is required.

Submit the Grant Application Review Criteria form and Approval for Grant Submission Up to \$5,000 form to Grants Administration. Allow 5 working days for approval.

Once approved, proceed with completing the grant proposal. Carefully, follow all grant directions and requirements.

Obtain the Principal's/Executive Director's approval on completed grant proposal and send it to Grants Administration for final budget review. (If the proposal requires a signature from the Superintendent and/or an Associate Superintendent, allow 7 business days for approval.)

Submit completed grant proposal to the funder.

For Grant Proposals over \$5,000:

Identify the grant opportunity.

Discuss the grant opportunity with principal and/or department head. Complete the Grant Application Review Criteria form.

Obtain principal's/department head's approval and complete the Preliminary Approval for Grant Submission Over \$5,000 form. Principal's/Executive Director's signature is required.

Submit the Grant Application Review Criteria form and Preliminary Approval Submission Over \$5,000 form to Grants Administration. Allow 10 working days for Executive Staff approval.

Once approved, proceed with completing the grant proposal. Carefully, follow all grant directions and requirements.

Obtain the Principal's/Executive Director's approval on completed grant proposal and send it to Grants Administration for final budget review. (If the proposal requires a signature from the Superintendent and/or an Associate Superintendent, allow 7 business days for approval.)

Submit completed grant proposal to the funder.

#### TIME AND EFFORT LOG

Individuals whose salaries are funded out of more than one revenue source must complete the Monthly Time & Effort Log. The Monthly Time & Effort Log shall be signed by the employee completing the log along with the employee's immediate supervisor. Logs shall be submitted monthly to the Grants Administration Office on or before the 10th day of the following month. Grant Managers shall be responsible for ensuring "split funded" employees are allocating their time correctly

between revenue sources.

#### USE OF FUNDS

Grant funds must be expended in accordance with the allowable use of funds as stated in the grant RFP.

Generally, funds cannot be spent outside of the specified project period.

Updated:  
September 13, 2010