



September 19, 2017

Grant funding bolsters our ability to acquire the resources to meet the district's vision for our students. The Grants and Research Operations (GRO) Office works with all divisions; this enables them to see the relationships between projects across the entire district and helps us leverage funding to make the most of available resources. It is imperative that GRO be involved from the outset in all district level grants and be aware of all school level grants.

Inform GRO immediately when you are approached by an outside entity to partner in a grant project, **or** if you find a funding opportunity you wish to pursue. In order to plan for the most efficient and effective use of grant funds, please follow these guidelines:

### **District Level Grants**

- Work with GRO to: a) design a project that is in line with current district initiatives and the Strategic Plan; b) meet with appropriate project partners; c) find qualified grant evaluators; and d) create an appropriate grant budget.
- Utilize this document to guide you in engaging in work with GRO: <http://bit.ly/2xuSTbb>
- District level grants are contingent upon approval from Dr. Vázquez, Chief of Staff.

### **School Level Grants**

- Site principals should carefully review and approve all school level grant proposals prior to submission.
- School personnel who wish to submit a school level grant to a funding agency should submit a Grant Application Notification form via IDEAS:
  - Go to the “District” icon in IDEAS.
  - Select “District Forms.”
  - Select “Grant Application Notification Form” and complete.
- In the following circumstances, GRO will provide a higher level of technical assistance to school-based personnel seeking grant funding:
  - Grant awards that exceed \$10,000 in available funding;
  - Grant competitions that specify only 1 submission per school district;
  - Grants for which the district must serve as the applicant/fiscal agent rather than the school; or
  - Grants for which an external partner will serve as the applicant/fiscal agent.

Grant Procedures  
September 19, 2017  
Page 2

Upon submission of the Grant Application Notification, a coordinator from GRO will contact you to offer technical assistance on your project design and to ensure that proper grant-related financial procedures are followed. Principals and school personnel applying for grants should utilize the following resource when applying for supplementary funding: <http://bit.ly/2xuSTbb>.

Pursuing grant funding for your programs and schools demonstrates a high level of commitment and initiative, and I want to thank you for all you do to make this school district great.

Sincerely,

A handwritten signature in black ink that reads "Jeff Eakins". The signature is written in a cursive style with a large, looped initial "J".

Jeff Eakins  
Superintendent