

# Grant Process

Staff member has project that needs funding.



Staff member finds grant that they are interested in applying for.



Staff member fills out "Pre-Approval for Grant Applications" form and turns into supervisor.



Supervisor reviews application and materials.



If not approved, staff person reschedules other options if interested.



If approved, supervisor returns copy of form to staff person.



If grant is received: Staff person meets with person listed on form and follows steps on form.

# Pre-Approval for Grant Applications

Staff Member Name: \_\_\_\_\_

Name of Grant: \_\_\_\_\_

Organization providing grant: \_\_\_\_\_

Amount applying for: \_\_\_\_\_

Summary of what grant funds to be used for:

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\*\*\*\*Attach requirements/perimeters of grant

Application deadline: \_\_\_\_\_

Preapproved  Denied:  Reason: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Date:

\_\_\_\_\_ Copy back to staff member

\_\_\_\_\_ Original to Dept. of which grant is for

If grant is received:

\_\_\_\_\_ Date notified

\_\_\_\_\_ Date to start spending

(Please keep track of expenses charged to this grant on the back page.)

## Responsibilities Once the Grant Has Been Received

WHEN COMPLETED	TASK	RESPONSIBLE PERSON(S)
_____ Initial _____ Date	Review the Award Letter and/or Application for tracking and reporting requirements	<b>SpEd:</b> Grant recipient and SpEd Finance Specialist  <b>ALC:</b> Grant recipient and ALC Specialist  <b>ECFE/SR:</b> Grant recipient and ECFE/SR Specialist  <b>ABE:</b> Grant recipient and ABE Specialist
_____ Initial _____ Date	Set-up a file and label with the Grant Name and School Year <ul style="list-style-type: none"> <li>● Put in file:               <ul style="list-style-type: none"> <li>○ Grant Application</li> <li>○ Grant Award Letter</li> <li>○ Copies of Purchase Requisition/Lists</li> <li>○ Anything else the Grant Source requires</li> </ul> </li> </ul>	<b>SpEd:</b> Grant recipient and SpEd Finance Specialist  <b>ALC:</b> Grant recipient and ALC Specialist  <b>ECFE/SR:</b> Grant recipient and ECFE/SR Specialist  <b>ABE:</b> Grant recipient and ABE Specialist
_____ Initial _____ Date	Request to purchase the grant items via a Purchase Req (may also use printed out online shopping cart or handwritten lists). <b>Include</b> Grant Name or Source  <b>Tip:</b> If possible, spend all your grant money at one time. Makes for easier bookkeeping.	Grant Recipient
_____ Initial _____ Date	Track the dollars spent. (using a spreadsheet)	Grant Recipient
_____ Initial _____ Date	Once entire grant has been spent: <ul style="list-style-type: none"> <li>● Complete and submit closing reports as required by the grant</li> <li>● Put copies of the closing reports in the Grant file</li> <li>● Send the “closed” grant file to Jordan</li> </ul>	<b>SpEd:</b> Grant recipient and SpEd Finance Specialist  <b>ALC:</b> Grant recipient and ALC Specialist  <b>ECFE/SR:</b> Grant recipient and ECFE/SR Specialist  <b>ABE:</b> Grant recipient and ABE Specialist