

GRANT APPLICATION PROCEDURES

1. Complete the grant application along with the district grant application form.
2. Submit the district grant application and the formal grant application to your principal or supervisor.
3. If approved by the supervisor or principal, forward to Supervisor of Staff Development.
4. Supervisor of Staff Development forwards to appropriate central office staff.
5. After action taken by central office staff, information is returned to the Supervisor of Staff Development for return to the grant applicant.
6. If the grant is approved by the offering agency, the Supervisor of Staff Development must be notified.
7. School bookkeepers and central office bookkeepers will follow the procedures outlined by the business department for accounting.
8. For those grants over \$5,000.00, purchase orders, etc., will be processed through central office staff.