

Grant Application and Notification
Dolores RE-4A School District

Grants are an important part of the District's financial well-being. However, there are serious legal, financial and sustainability implications that must be considered. It is important that the School District Administration be involved at the inception of any application to acquire additional funds or resources.

1. The process starts with informal notification to your building principal or immediate supervisor. You MUST get informal approval before you apply for any grant. This "informal" approval must take the form of an e-mail so we have written confirmation.
2. After informal approval is given in writing, the staff member is allowed to start the grant process. The form may be downloaded from the web site. Any grant over \$250 must have superintendent as well as principal approval. Any grant with technology needs the approval from the director of technology.
3. Staff is expected to respect this policy and to not become freelance grant writers.

Name of Applicant: _____ Date: _____

Name of Grant: _____

Description of Grant (Be sure to include the rationale and benefit to the district, a timeline, any recurring trainings, and HOW it will be evaluated for effectiveness. Give lots of detail and be specific. Include any literature you can provide but also provide a summary in this section.)

Cost Benefit of Grant (What resources or money will be brought into the district? Be Specific.)

Costs/obligations FOR the Grant (What funds or resources must the School District incur? Include any matches, travel, meals, subs, follow up activities, etc.)

Any other information:

Approval of Building Supervisor: _____ Date _____

Approval of Superintendent: _____ Date _____

Date of Board Approval or Notification: _____