



Code: **DD-AR**  
Revised/Reviewed: 3/13/91; 10/06/92; 10/11/95;  
1/14/14  
Orig. Code(s): DD-AR

## **Funding Proposals and Applications**

The administrative council members will coordinate the preparation of grant applications in their respective areas and the business office will coordinate the fiscal reporting associated with the receipt and disbursement of grant funds.

### **Grant Application Procedures**

When a district staff member indicates a desire to apply for grant funds, he/she will prepare a proposal development plan for initial approval by the appropriate cabinet member and final approval by the superintendent.

In lieu of the proposal development plan, the planning document should include the following information:

1. Statement of need for project and how it was determined;
2. Statement of how the project relates to district goals and priorities;
3. Identification of proposed funding source and major requirements for funding;
4. Estimated budget and formal or informal match required by the district;
5. Long-term commitment, if any, required of the district by the funding source or program design;
6. Indication of approval by immediate and cabinet level supervisors.

A copy of the general planning document will be kept by the proposal developer and the immediate supervisor, and a copy and the original sent to the appropriate cabinet member.

Based on information presented in the general planning document, and coordinating with the proposed department staff, the cabinet member will determine the appropriateness and desirability of each available funding opportunity and decide whether a proposal will be developed.

### **Procedures for Receipt of Grant Awards**

Upon receipt of a notice of grant award, letter of intent, or contract, the originals will be forwarded to the business office, with copies to be retained on file in the developer's office.

Upon receipt of the original notice of grant award, letter of intent or contract specifying the dollar amount of the award and project dates, the administrative council may be required to prepare and submit to the Board a request for budget approval and authorization for the district to enter into a contract for the program.

The superintendent is authorized by the Board to approve supplementary awards and subsequent detailed budgets for grant projects previously approved by the Board.

The business office will prepare and retain copies of all fiscal reports or documents required by a funding agency.

Project directors will be responsible for monitoring budgets and assuring that expenditures of project funds are in accordance with funding regulations.

Month-to-month bookkeeping records of project expenditures and all other nonfiscal records required by a funding agency will be maintained by project staff.

**Centennial School District  
Grant Information Transmittal**

**Information to be sent to the district office:**

1. Grant title \_\_\_\_\_
2. Source of funds (i.e., federal, state, private, etc.) \_\_\_\_\_
3. Responsible program administrator \_\_\_\_\_
4. District level administrator \_\_\_\_\_
5. Contact person at grantor \_\_\_\_\_
6. Total amount approved \_\_\_\_\_
7. Copy of approved grant budget \_\_\_\_\_
8. Copy of grant application \_\_\_\_\_
9. Beginning and ending dates of grant \_\_\_\_\_
10. Who is responsible for project evaluations? \_\_\_\_\_
11. Billing procedure:
  - a. Who requests funds? \_\_\_\_\_
  - b. What is the schedule to receive funds? \_\_\_\_\_
  - c. Who sends the expenditure reports? \_\_\_\_\_

For district office use only:

Business Office:    Date Received: \_\_\_\_\_ Filed: \_\_\_\_\_ By: \_\_\_\_\_

Curriculum:        Date Received: \_\_\_\_\_ Filed: \_\_\_\_\_ By: \_\_\_\_\_

Revenue Account Key \_\_\_\_\_

Expenditure Account Key \_\_\_\_\_

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