

Multnomah Education Service District

Code: **DFC-AR(2)**
 Adopted: 2/27/92
 Revised/Reviewed: 1/20/94; 3/22/95; 1/26/09;
 10/12/10; 5/31/16

Grant Approval Check List

Directions: Review DFC-AR(1) (Grants Management) prior to seeking approval to write and submit any grant application. Complete in full the following:

(A) Grant Information:

Title of Grant Application: _____
 Funding Organization: _____
 Amount to be Requested: _____
 Originator of this Request/Form: _____

(B) Grant Application Check List:

- (1) Obtain approval to apply for a grant from the Public Information Officer and establish internal grant application deadline.

_____ (Date of Approval) _____ (Chief Program Officer Signature)

Internal Grant Application Deadline: _____
 (Completion date for Steps 2 and 3)

- (2) Identify partners/service providers using a competitive review and screening process. Refer to Board administrative regulation DJ/DJC-AR(4) for guidance.
- (3) Submit grant application to the individuals listed below by the date indicated directly above.

Initials	Date	
_____	_____	(i) Department director review
_____	_____	(ii) Director of Business Services approval
_____	_____	(iii) Director of Human Resources approval (if necessary)

- (4) Submit the following information to the Chief Program Officer:
 - (a) Completed Grant Approval Check List
 - (b) Grant Application
 - (c) Letter of transmittal (if letter is to be signed by Chief Program Officer or

Superintendent): _____
 (Date of Approval) (Chief Program Officer Signature)

- (5) File a copy of the Grant Application in your department's records.