

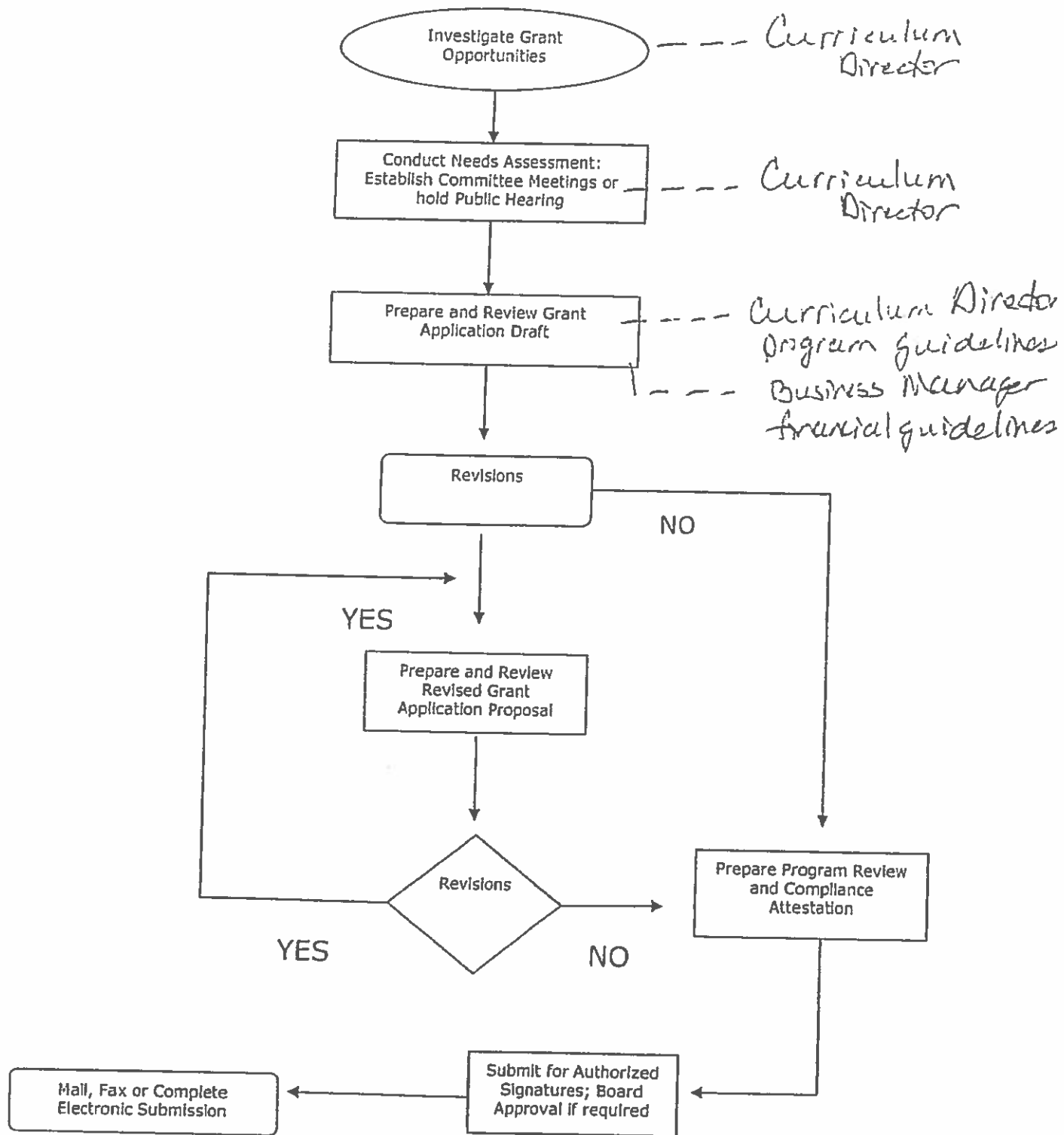
SHISD

Administrative Procedures

Grant Procedures

This section of the manual is designed to outline the procedures followed when investigating, applying, and developing possible grant opportunities. The curriculum director is responsible for identifying grant opportunities and for programmatic compliance while the finance director is responsible for fiscal requirements.

Additional information is available in the state and federal grants manual section with regard to current and ongoing grants.



1. Investigate grant opportunities
 - a. Federal Register
 - b. Texas Education Agency (TEA)
2. Conduct a Needs Assessment – is there a need? Establish committees or hold public meeting
3. Prepare and view the grant application draft
 - a. Check to see if a Notice of Intent to Apply is required (*Deadlines)
 - b. Check to see if there is a Request for Application (*Deadlines)
 - c. Submit to Committee for Review or hold Public Hearing
 - d. Review Grant Application Instructions
 - e. Review Funding Period and Allocation Amounts
 - f. Review Reporting Requirements
 - g. Review the Use of Funds (How will they be used? On what?)
 - h. Review how funds will Supplement (i.e. Increase the level of Funds) not Supplant (Replace)
 - i. Devise a checklist to ensure all information is included
 1. Indicate required compliance obligations (Components to be included in grant application)
 2. Indicate budget obligations
 3. Indicated required assistance for continuance of grant
 4. Indicate use of funds
4. Prepare and review the revised grant application proposal
 - a. Review Program and Fiscal Guidelines (Eligibility, Limitations)
 - b. Review Funding period and Allocation Amounts
 - c. Review Reporting Requirements
 - d. Review the Use of Funds
 - e. Review How Funds will be Supplement not Supplant
 - f. Devise a checklist to ensure all information is included
 1. Review Indicated required compliance obligations (Components to be included in grant application)
 2. Review indicated budget obligations
 3. Review indicated required assistance for continuance of grant
 4. Review indicated use of funds
5. Prepare and review the revised grant application prior to submitting for Authorized Signatures
6. Submit for Authorized Signatures if required
7. Mail, Fax, or Complete Electronic Submission

Grant Application Check List (To Prepare for Federal, State and Local Grants)

In order to expedite the grant application assessment and review process, applicants should take the following steps before the grant review committee is convened,

- ___ 1. Complete as much data research/analysis prior to preparing a rough draft of the grant application.
- ___ 2. Ensure that the person designated as the program director is aware of the grant being applied for and the purpose of the grant to be submitted.
- ___ 3. State the district goal that specifies the purpose for which the grant will be implemented.
- ___ 4. School Performance Improvement and Systemic Reform Initiative: How does this grant support professional development for standards based practices and/or the systemic reform?
- ___ 5. Have all data required to be used for the grant available for review when the grant review committee is scheduled to meet.
- ___ 6. Compile a detailed breakdown of professional services, equipment, and supplies and materials costs for each grant application. Included any additional costs where necessary.
- ___ 7. Document all meetings, discussions, e-mails, and phone conversations and keep them for your records regarding all decisions that are the basis for grant application.
- ___ 8. Document all equipment, supplies and material or other inventories along with copies of estimates, bids, purchase orders, invoices, inventory records, or other substantiating evidence to verify equipment values or replacement costs.
- ___ 9. Be prepared to describe and explain how the materials and equipment will be used for the purpose of the grant.
- ___ 10. Complete program review and compliance attestation form with appropriate signatures and initials.
- ___ 11. Comments: