Grant Amount

Grant Development Workflow

If grant awarded: applicant



Applicant submits online grant inquiry form

Resource Development Office (RDO) reviews and determines approval status

Yes proceed

No don't proceed > Applicant submits proposal to funding source

Applicant

proposal to

submits

a) submits copy of award letter. proposal, budget to Accounting,

b) manages arant-funded project, budget, and follow-up reporting

\$10,000 - \$49,999

Applicant submits online grant inquiry form

RDO informs Resource **Development** relevant central Office (RDO) office and/ reviews and or school administrators determines approval status

Yes proceed

> No don't proceed

If yes, proceed, applicant completes proposal and submits draft to RDO for review. **Applicant** submits budget to Accounting for review.*

RDO provides feedback to applicant. Accounting provides feedback on budget.

Applicant revises proposal and/or budget. No fewer than four days prior to grant deadline, applicant submits revised narrative to RDO and/or revised budget to Accounting.

RDO obtains final signoff from Superintendent and/or Board of Education if required and informs Board of Education

a) submits copy of award letter. budget to funding source Accounting,

> b) manages grant-funded project. budget, and follow-up reporting

may result in not being able to accept the grant.

*Failure to obtain budget approval prior to grant submission

Applicant submits online grant inquiry

form

RDO reviews and determines approval status.



No

don't

proceed

Team reviews and determines approval status. **RDO** updates Board of Education.

Senior Leadership RDO manages Superintendent. **Chief Financial** grant team, develops Officer review proposal and proposal not budget. less than one Accounting week prior to reviews and deadline approves budget.*

feedback and obtains final signoff from Superintendent and/or Board of Education Education

RDO integrates RDO submits proposal to funding source and updates Board of

a) submits copy of award letter. proposal, budget to Accounting, Board of Education seeks approval

b) manages grant-funded project, budget, and follow-up reporting

\$50,000 or above