



GRANT APPROVAL FORM

Any Cathedral employee contemplating applying for grant funds from a local, state or federal source must complete the Grant Approval Form at least 30 days prior to the grant submission deadline. The Grant Approval Form must be reviewed by the Advancement Office to determine if there are any implications of the award on the school (e.g. matching funds requirement, conflicts with current funding priorities, long term repair or maintenance costs, etc).

This process applies to all grants regardless of the size of award or the method of submission except for grants that are awarded through the Cathedral Mothers Club.

Complete the **GRANT APPROVAL FORM** (below) and attach a copy of the grant announcement and completed grant application. NOTE: Grant applicants are strongly encouraged to request tentative approval before completing the full grant application. Nicole Beasley is always most available to talk through grant applications ahead of time.

1. Obtain principal and/or appropriate administrator approval signature.
2. Send documents to EVP for Advancement, Nicole Beasley (nbeasley@gocathedral.com), at least 30 days prior to the application submission deadline.
3. Advancement will review the application and respond with any questions.
4. Advancement will send an email to the grant applicant upon approval.
5. If award is granted, grant applicants must notify Nicole Beasley (nbeasley@gocathedral.com) so grant funds can be properly deposited and an account code created to track expenditures.

GRANT APPROVAL FORM

Grant Applicant Name:

Department / Sport:

Grant Title:

Granting Agency:

Amount Requesting:

Is the above a budgeted item?

- Yes
 No

Grant Description (purpose of grant; required uses of funds; benefits to students):

Does this grant require the signature of someone other than your principal or administrator (e.g. President or Board of Directors)? If yes, explain:

Does this grant require matching funds (cash or in-kind) from any source? If yes, explain:

How is the grant paid?

- Lump sum upon approval
- Reimbursement of actual expenditures
- Other - explain:

Will you be purchasing any technology or require additional support for technology in your project? If yes, explain:

Does this grant have additional reporting or evaluation requirements back to the awarding agency after the grant is complete? If yes, explain:

Is support from the General Fund required to continue the program after the grant ends? If yes, explain:

Use of Funds (Include detail of planned expenditures and amounts):

Is a grant writer needed? Note: \$40/hr will be charged to the requesting department, sport, etc.

- Yes
- No

Principal or Administrator Approval: _____ Date: _____

FOR ADVANCEMENT PURPOSES ONLY:

Pre-grant approved by CHS:

- Yes
- No
- Date: _____

Final grant approved by CHS:

- Yes
- No
- Date: _____

Grant approved by granting organization:

- Yes
- No
- Date: _____

Fund assigned: _____