

**Volusia County Schools Grants Development Department
TASK CHECKLIST FOR GRANT APPLICANTS**

***A completed copy of this form must be attached to the grant application when submitted to the Grants Development Department.**

TITLE OF GRANT _____ DATE _____

FUNDING AGENCY _____ AMOUNT _____

SCHOOL/DEPARTMENT _____ PHONE _____

CONTACT PERSON _____ EMAIL _____

Here is a checklist of things you will need to do to complete your grant application and get it submitted. As you complete each step, check it off and your application will be ready for the final review before you know it.

TASK	COMPLETED
1. Identify a need to be filled. Consult your supervisor for feedback.	
2. Identify funding source and read all requirements carefully.	
3. Contact Grants Development for resource materials and compliance issues at Extension 33220.	
4. Form a committee, if necessary, to determine if it can be implemented or is feasible, plan the approach and action timelines. Complete a Logic Model to be sure the plan is logical.	
5. Gather data and statistics, plan the approach, activities, materials, staff, goals and objectives.	
6. If activities included in your plan will impact other district operations contact the impacted departments for approval:	Check indicates approval:
o Facilities	
o Learning Technologies	
o Purchasing	
o ESE	
o Payroll	
o Other financial operations	
*Please contact Grants Development for guidance	
7. Complete the application, proofread carefully, follow all directions and requirements and adhere to deadlines. Obtain any required school-based signatures. Contact Grants Development for assistance with building your budget.	
8. Be sure there is ample time to submit original application to Grants Development – Herbert Street Center to complete processing and submit to grantor agency, if applicable.	