

Grants and Donations Application and Approval Procedures

Received a Donation of Cash or Goods From a Community Organization or Individual?

SUBMIT Donation Receipt Form

Cash Donation: Contact Grants Accountant for Assistance After Submitting Form

**Seeking to Apply for a Grant or Post a Donation Request?
All grants and donations must be approved by the CFO prior to submission!**

CONFIRM: Does the project align with School Improvement Plan, Strategic Plan, and/or KESA Framework?

CONFIRM: Are materials compatible with GVC?

CONFIRM: Are all technological items compatible with district guidelines?

CONFIRM: Have you and your admin explored internal funding?

Donors Choose (DC) and Donation Requests

CREATE Project Content, Save, but do not submit to funder.

COMPLETE Donors Choose Approval Form

OBTAIN Principal Signature

SUBMIT Form to Grant Writer

AWAIT Approval From Federal Programs and CFO

Upon Approval, POST Project on DC

NOTIFY Principal & Grant Writer of Project Funding or Expiration

ADD Items to Inventory

THANK Donors

Grant Application Approval

SUBMIT Intent to Apply for Grant Funding Form to Grant Writer

AWAIT Federal Programs & CFO Approval

PREPARE Grant Proposal

SUBMIT Entire Proposal, Budget, and Grant Final Approval Form to Grant Writer

AWAIT Federal Programs and CFO Approval

Upon Approval, SUBMIT Grant to Funder

NOTIFY Grant Writer of Grant Status

CONTACT Grants Accountant to Make Purchases

THANK Funder, Add Items to Inventory

IMPLEMENT Program, Collect Data, Submit Reports (as required)

District Department Level Grants

(state subgrants, federal grants, renewals, and other large grants initiated by district leadership to support district-wide programs)

CONTACT Grant Writer to Complete Grant Project Initiation Notification Form

PREPARE Grant Proposal (Collaborate with Grant Writer As Needed)

SUBMIT Entire Proposal, Budget, and Grant Final Approval Form to Grant Writer

AWAIT Federal Programs and CFO Approval

Upon Approval, SUBMIT Grant to Funder

NOTIFY Grant Writer of Grant Status

CONTACT Grants Accountant to Make Allowable Purchases

Implement Program, Collect Data, Submit Program Updates and Expenditure Reports (as required by funder)

DISALLOWED Under Financial Guidelines:

Amazon Wishlists

GoFundMe

Gift Cards