# Grant Approval Hierarchy

**Teacher/Employee Applicant**
--Complete Grant Concept Paper (GCP).

**Principal/Supervisor Approval**
--Obtain approval of GCP from principal or supervisor.
--Submit Grant Concept Paper (GCP) to Director of Business Services eight (**8**) weeks in advance of grant application due date.

**Is GCP approved by Director of Business Services?**

**No** → **Stop!** Do not write or submit grant.

**Yes** →

**Teacher/Employee Applicant**
--**Go!** Write grant with support of Business Services Office **6** weeks in advance of application due date.

↔ **Director of Business Services**
--Reviews with grant writer, content and budget
--Works with grant writer for budget accuracy.

**Is Board of Education approval required?** ***Approval only when appropriate based on threshold or criteria.***

**No** →

**Superintendent or Designee Approval**
--Since Board of Education approval is not needed, Director of Business Services informs Superintendent or designee grant is ready for signature.

→ **Grant Ready for Submittal**
--Mail grant to funder
--Mail copy of grant to Director of Business Services

**Yes** →

**Superintendent or Designee Approval**
--Director of Business Services informs Superintendent or designee grant is ready for Board of Education approval.

→ **Grant Presented for Board of Education Approval**
--Board will act to approve or disapprove grant application.

→ **Grant Ready for Submittal If Approved by Board of Education**
--Mail grant to funder.
--Mail copy of grant to Director of Business Services


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**Visit the CPS Grants Website:**
https://www.cpsk12.org/Page/6210