

Grant Application Guidelines

The District guidelines and associated checklist are designed to assist grant applicants in completing the grant process. Direct and indirect costs and commitment of District resources must be considered when planning a grant application. A proposed grant budget must include indirect costs. Proposed programs and activities supported by a grant must be consistent with the District's Strategic Plan.

School principals, or their designee(s), are responsible to apply for and manage school grants and to monitor grants obtained by individual teachers or groups of teachers. The school is responsible for managing and/or monitoring such grants; however, all funds generated by all grants must be processed through the District's Business Office. The Business Office will work with the principal or designee to develop the budget and set up the proper accounts to allow expenditure and tracking of grant monies.

Schools and teachers are often notified of grant opportunities; however, all grants must have District approval prior to submission. Interested teachers should notify their principal of their interest in a particular grant, and must follow the process outlined in the Grant Application Checklist.

Entitlement grants such as Title I, II, VI, I-M, and IDEA are applied for and managed at the District level under the Consolidated Improvement Plan (CIP).

A school, teacher (or group of teachers), consortium, or District department must do the following when applying for a grant. Failure to follow these procedures may delay the grant application or prevent District and Board approval.

1. Gain preliminary approval to pursue the grant from your principal or supervisor.
2. Grant applications should always list Hillsboro School District 1J as the applicant and the school(s) or site(s) as a component (e.g., Hillsboro School District 1J - Glencoe High School). Also, be sure to use Administration Center, 3083 NE 49th Place #104, Hillsboro, OR 97124-6009, as the District address.
3. Ensure that a detailed budget is included in the grant application.
4. Submit a copy of the completed application to the Communications Administrator.
5. The Communications Administrator will route the grant to the appropriate staff members and/or department(s) as needed to ensure the proposed grant is in alignment with the District's goals and mission.
6. If the proposal requires Board approval prior to submission, the timeline must be adjusted to allow for approval at a regular Board meeting and still meet the grant submission deadline.

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7. Whether or not the grant is one which requires prior Board approval, after being notified of a grant award, it will be necessary to obtain Board approval to accept and appropriate the funds.
8. If you receive notification that your grant has been approved, contact the Communications Administrator for tracking purposes and the Grants Manager for setting up the proper accounts.

Donations and Other Special Funding Sources

Any cash donation that exceeds \$500 must be sent to the District Business Office with the name and address of the donor and instructions to deposit the funds into that school's particular "Donation Account." The Business Office will compile donation information and submit it to the Board Assistant for formal Board acceptance; they will also prepare and send a letter of thanks to the donor, which will serve as a tax receipt.

Contact the Finance Manager for guidance and advice whenever a donation or special funds are made available to your school. If a funding mechanism requires formal reports or payroll expenditures (including substitute pay), it must be treated as a grant through the Business Department, regardless of the amount involved.