



Schools or departments should not commit to partnerships with organizations without the approval of their Executive Director.

All grant activity should be reported to the Grants Office. This includes grants being considered (even if not ultimately pursued) and grants being submitted for funding.

The Primary Initiator (principal, coordinator, or director) should contact the Grants Office and request information about a grant to determine if there is another record of intent to submit the same application. If another record of intent exists and presents an internal conflict of interest for the district, the Grants Office will resolve the conflict based on the recommendations of the Superintendent.

Grant proposals and reports may be submitted to the Grants Office for review, evaluation, and editing 10 days prior to the application or report deadline.

R1 Grants Office serves as a clearinghouse for all grant activity within the district and should be notified before work begins on any grant application or project.

R1 Grants Flow Chart