MUSD Procedure for Submitting a Grant Application

The following procedures need to be completed before grant is submitted

1. **Secure support from your Building/Department Administrator by:**

   - Discuss details of grant application, including expectations of the administrator.
   - Establish goals and parameters of proposal to support improvement of student learning.
   - Link grant focus to School focus and District strategic plan
   - Identify time commitment of participant(s): ex: need or funding for subs or summer training?
   - Determine amount of funding support to include in-direct and in-kind budget dollars from building budgets and secure administrative approval (if applicable).
   - Building/Department administrator signature of approval on items listed in this area.

2. **Consult with the Business Office:**

   - Clear salaries being offered to new hires through Personnel.
   - Secure matching dollars for grant if necessary and identify any in-kind costs to be provided.
   - Determine in-direct costs through Director of Finance if necessary.
   - The Business Department will be responsible for receiving any proceeds from grant awards and disbursement of funds. The Business office may also be applying for the reimbursement.

3. **Consult with the Director of Technology to determine the impact of your grant in terms of:**

   - Feasibility of network access and cost/funding approval to support grant equipment.
   - Funding source/approval for increased technical support, maintenance, and supplies.
   - Funding source/approval for software licenses used in the district or required to participate but not covered by the grant.
   - Secure signature/approval from the Director of Technology on items listed in this area.

4. **Consult with the Director of Curriculum to ensure alignment of grant-funded projects with the MUSD Curriculum, Instruction, Assessment and RTI Plan.**

   - Funding source/approval for supplemental curriculum to the MUSD academic program.
   - Funding source/approval for planned student assessments and/or means for evaluation of program effectiveness.
   - Secure signature approval from the Director of Curriculum on items listed in this area.

5. Make a copy of all documents for your personal records before submitting the Grant Information Form and other documents to the District.

6. Submit all pages of your completed Grant Information Form along with a copy of the grant application and budget to:

7. Notify the aforementioned administrators, if the grant is received.

MUSD Grant Planning worksheet

1. Title of your proposed project:

2. Identify the goals/objectives of your grant-funded Grant Project/Activity, which aligns with the strategic plan.

3. List the major activities of your grant-funded project.

4. List the School Improvement and/or District Improvement goals that your grant-funded project supports:

5. What are the expected outcomes of the grant-funded project? What do you hope to achieve? Please write at least 1 SMART Goal. i.e., 95% of students will achieve ___ by___ with the assistance of funds.

6. How will you measure the success of your grant-funded project? What tools or data will you use to evaluate your outcome?

7. How do you plan to sustain the project, including any operating or maintenance costs when the grant funding ends?

MUSD Grant Information Form

Must be done when applying for a grant, prior to grant approval

Grant Name: _____

Brief Description and Purpose of Grant:

_____

_____

Person submitting this form: _____

Person applying for grant: _____ Location: _____

Principal/Director's Signature: _____

Agency applying to: _____

Address: _____

Contact Person: _____ Phone: _____

Is this grant passed through any other agency? _____ If so, list agency: _____

What is the CFDA# (Please obtain from granting agency) _____

Amount applying for: $_____ ***Match if applicable:** _____ Budget # _____

***Indirect/Inkind costs if applicable:** $_____
(unless otherwise indicated, indirects must be budgeted into all grants)

***Party responsible for compliance reports:** _____

Grant approved by Director of Curriculum (Signature)_____ Date:_____

Grant approved by Director of Technology (Signature)_____ Date:_____

***Grant approved by Business Office (Signature):** _____ Date: _____

Please attach a copy of the grant application including budget pages and any additional information. The Business Office will be responsible for receiving any proceeds from grant awards and disbursement of funds. The Business Office also may be applying for reimbursement.