

MUSD Procedure for Submitting a Donors Choose 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.
 - Determine amount of funding support to include in-direct and ongoing costs from building budgets and secure administrative approval.
 - Building/Department administrator signature of approval on items listed in this area.
2. Consult with the Business Office:
 - Determine in-direct costs through Director of Finance if necessary.
 - Secure signature/approval from the CFO on items listed in this area.
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, ongoing software licenses and supplies.
 - Secure signature/approval from the Director of Technology on items listed in this area.
4. Consult with the Director of Teaching & Learning to ensure alignment of grant-funded projects with the MUSD Strategic 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 Teaching and Learning 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 application to: Karla Hyde at khyde@musd20.org. Once approved, the form will be sent back to the school/dept. so they know the project can move forward.

MUSD Donors Choose Planning Worksheet

1. Title of your proposed project: _____
2. Describe in detail how the funds will be used. Board Policy JJE states "The aim of the activity shall benefit youth in educational, civic, social, and ethical development.

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

4. How do you plan to sustain the project, including any operating or maintenance costs after you receive your Donors Choose campaign item?

5. Estimated cost of project _____

6. Attach cart of items

Person applying for grant: _____

School/Dept: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

Teaching & Learning Director Signature: _____ Date: _____

Technology Director Signature: _____ Date: _____

CFO Signature: _____ Date: _____