

PROCESS FOR GRANT SUBMISSION

The MISD State and Federal Grants Department seeks to provide high-quality support and assistance to MISD grant-seekers to maximize the amount of funding available to support all phases of the educational process. When you are submitting a grant application as an employee of Midland ISD, you are representing the district.

Process for Grant Submission:

- 1) Complete the *Summary of Proposed Project* section below.
- 2) Complete the *Permission to Apply for Grants* form.
- 3) Complete the *Grant Attestation* form.
- 4) Email all documents to the Director of State and Federal Programs as early as possible before the application is due.
- 5) The Director of State and Federal Programs will review the request and notify applicants of their approval or denial in submitting a grant request. Upon approval notification, you may proceed with the grant application process.
- 6) Prior to submitting the application to the grantor, forward a near-final draft of the application to the Director of State and Federal Programs for proofing and/or editing as soon as possible.
- 7) The Director of State and Federal Programs will seek the final approval to submit from the Chief Financial Officer.

Please note the following:

- 1) Employees who do not follow this process in a timely manner are in jeopardy of not having permission to submit a grant proposal on behalf of the district.
- 2) A grant offer and acceptance is a contractual agreement between the funder and the grantee (teacher, school, department or district.) The employee should not enter an agreement without prior direct supervisor approval. The Director of Purchasing will review contracts and sign agreements. Some may include MISD general counsel (Attorney) review.
- 3) Materials awarded through a grant are the property of MISD. Grant recipients are to use them within the grant project period. After the grant ends, all materials should remain at the awarded campus.
- 4) You will not spend funds until you receive the NOGA/approval for the grant.

SUMMARY OF PROPOSED PROJECT

Using only the space provided, briefly outline the concept of the proposed project. If relevant, include the estimated number of students to benefit per grade level. Include the department that is requesting the grant. The department requesting the grant will be responsible for assigning a program implementation administrator in their department to monitor all requirements as requested in the grant. The program implementation administrator will be the contact person for State and Federal Programs. Attach this form to the Permission to Apply for Grants and the grant attestation forms submit both forms to the Director of State and Federal Grants via email:

PERMISSION TO APPLY FOR GRANTS

EMPLOYEE INFORMATION	
Name/Title:	School/Department:
Telephone:	Email:
GRANT INFORMATION	
Name of the Grant Opportunity:	
Grantor Name:	Grant Application Due Date:
Grantor Website:	Project Start Date: End Date:
Participating Campuses: Department Program Implementation Designee (Contact person responsible for reporting and meeting with State and Federal program designee):	
External Partners (if applicable):	
Does your proposal require technology/software? <input type="checkbox"/> YES <input type="checkbox"/> NO	Does your proposal require hiring additional employees? <input type="checkbox"/> YES <input type="checkbox"/> NO
Alignment with Midland ISD Priorities: (check all that apply) <input type="checkbox"/> Career & Technical Education <input type="checkbox"/> Digital Expansion <input type="checkbox"/> English Learners <input type="checkbox"/> Literacy & Numeracy <input type="checkbox"/> Social-Emotional Supports	
BUDGET INFORMATION	
Anticipated Budget Request Amount: \$	
Are Matching Funds Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Percentage of Matching Funds Required: _____% Source of Match _____	

Principal/Director Signature of Approval: _____ Date: _____

For District Use Only	Date Received by Grants Department:
------------------------------	--

_____ Request Approved Request Denied _____ Date

Campus Administrator (if applicable)

_____ Request Approved Request Denied _____ Date

Cabinet Member

_____ Request Approved Request Denied _____ Date

Director of State and Federal Programs

_____ Request Approved Request Denied _____ Date

Chief Financial Officer

Grant Administrator Agreement

If you are approved for the grant in which you are applying for, you must agree to follow the following:

- You agree to submit a copy of the final approved paper/ or electronically submitted application to the Director of State and Federal Programs within one week of receiving the notice of the grant award.
- You understand that you may not pay any payroll to staff if it is not approved in the current year compensation manual & prior to receiving an award notification. If you need an item added to the compensation manual, you will work with Human Resources and not allow for work to be completed until it is updated and approved by the Board.
- You will notify the Director of State and Federal Programs after reviewing the compensation manual of any payroll activities to ensure the proper documentation is on file if required by the grant for the following: salaries, stipends, or extra duty payroll. You understand that when utilizing grant funds you may need to submit a job description, stipend justification/stipend, semi-annual certification, and/or extra duty payroll documentation prior to paying any activities.
- You agree to follow the State and Federal Programs payroll calendar for stipends and extra duty payroll.
- You will follow MISD's procurement processes if you receive funds for contracted services (62xx), supplies and materials (63xx), and travel (64xx).
- You agree that all quotes will be dated after you have received approval/NOGA for the grant.
- You understand that you will not obligate funds without a purchase order number (PO) . You will submit a requisition prior to receiving services or materials. If you obligate funds without a PO, you understand that it will be considered a confirming requisition and you will have to utilize your campus/department local budget (199).
- You will follow State and Federal procedures when you are using grant funds to travel. If you are unsure of the guidelines, you will contact the State and Federal Programs department to receive training.
- You agree to monitor your budget and will submit budget changes as needed. You understand that grants only allow for 25% to move between object codes. If you are not approved for a specific object code, you will work with the State and Federal Programs department to submit an amendment to your application prior to obligating funds that have not been approved for what you are requesting.
- You agree to follow the State and Federal Programs department guidelines and calendars when utilizing grant funds.
- You agree to spend grant funds in a timely manner. I understand that if I do not spend funds in a timely manner, I will no longer be eligible to apply for grants.