

## GRANT ROUTING FORM

**Please allow a minimum of 2 weeks for the approval process – grants turned in less than 2 weeks before their due date cannot be guaranteed approval!**

Criteria Questions (***please attach answers to grant packet***):

- Do you have sponsorship from you administrator?
- How does this align with the Strategic Plan?
- How much staff time will this require?
- Is there an ongoing cost commitment beyond the grant period?
- Does this require a District matching contribution?

Include the following information in the grant packet:

- Grant routing slip
- Original grant application
- One copy of the grant application
- Envelope addressed to the grantor

Electronic Submissions

If the grant must be submitted on-line, print a hard copy and follow the process outlined above. Wait for approval notification from the Business Office prior to electronically submitting the grant.

Grant Due Date: \_\_\_\_\_

		Signature	Date
1.	Grant Writer(s)		
2.	Principal		
3.	Meagan Dawson <i>Assistant Superintendent</i>		
4.	Dan Reich <i>Technology Supervisor (if applicable)</i>		
5.	Kira Acker <i>Director of Financial Services</i>		

**Must reach Financial Services at least one week prior to grant due date!**  
***Financial Services will mail grant application.***