UNION PUBLIC SCHOOLS
APPROVAL REQUEST
TO APPLY FOR GRANTS

All grant applications must be pre-approved by the Director of Federal Programs prior to submission to the granting authority. All items purchased or donated through the grant become the property of the District. All qualifying items purchased or donated are required to be tagged as UPS assets.

PROCESS:

1. ***Prior to submitting*** your grant application/proposal, complete this form, attach it to your grant application/ proposal and forward to Christine Gonzales, Director of Federal Programs. Once the grant application is determined to meet Board Policy guidelines and signed by appropriate approvers, a signed copy of this form will be returned to you and your Principal. This indicates you have approval to submit your application to the granting agency. Note that food purchased for consumption, not instructional purposes, cannot be purchased with general fund dollars and will require use of an activity fund.
2. Associated payroll costs/fringe benefits must be included in the grant budget at 32.57% of salary.
3. DO NOT SIGN ANY DOCUMENTS/AGREEMENTS. Ms. Gonzales is authorized by the Board to sign some documents and will determine if additional Board approval is required.
4. Upon receipt of a grant award document and/or payment from a granting agency, all ***documents including, but not limited to, submitted application, award notification, list of requirements, check, etc., s***hould be sent to Federal Programs.
5. ***DO NOT CASH OR DEPOSIT CHECKS*** for general fund grants to a site or activity account. Federal Programs will work with Budget to determine account coding and deposit the check.
6. RQs/HR100s can be prepared and released on GRANT WORKFLOW for processing after receipt of the grant award notification or upon receipt of payment, depending on the type of grant - up-front pay or reimbursement.
7. At the end of your grant period, Federal Programs will assist you in providing your funding agency's required ***financial*** documentation; however, all grant evaluation requirements are the responsibility of the applicant. Please provide Federal Programs with a copy of all documentation.

If you have any questions, please call (918) 357-6147 for assistance.

_____
Funding Agency Name

_____
Project Title

_____
Teacher's Signature/Print Name

_____
Site Principal's Signature/School Site Name

Approved Yes ☐ No ☐
_____
Theresa Kiger *Date*
Executive Director of Elementary Education

Approved Yes ☐ No ☐
_____
Kenneth Moore *Date*
Executive Director of Secondary Education

Approved Yes ☐ No ☐
_____
Todd Borland *Date*
Executive Director of Information Technology

Approved Yes ☐ No ☐
_____
Gart Morris *Date*
Executive Director of Instructional Technology

Approved Yes ☐ No ☐
_____
Budget/Treasury *Date*

_____
OCAS Coding
Budget & Treasury

Approved Yes ☐ No ☐
_____
Christine Gonzales *Date*
Director of Federal Programs

Approved Yes ☐ No ☐
_____
Sandi Calvin *Date*
Associate Superintendent