



One Minute Lesson: Staff Grant Requests

How do I start?

Please review the District's [Grant Application Checklist](#) and [Grant Application Reference Sheet](#) to get familiar with what the process entails.

Most important things to remember:

- You **must** have your **principal's approval** to proceed with **any** grant, project or funding request. No exceptions.
- If your request involves **technology** (hardware and/or software), you need to first review the District's [Technology Purchasing guidelines](#) and contact Technology Services (tspurchasing@hsd.k12.or.us; 503-844-1513) to ensure the items will be supported by the District.
- If your request involves **staff time** (extended contract, substitutes, etc.) you **must** have the request reviewed by Human Resources first.
- If your request involves a **modification to the grounds or building** (e.g. running track, garden, classroom renovation, etc.) you must have the request reviewed by Facilities first.
- If your request results in a **monetary award** totaling \$500 or more, you **must** alert the Business Office and have them process that for you.
- True **grant awards must** be managed by the Business Office. Contact [Jeanne Zmolek](#) for more information.

What if I haven't submitted my request to Communications two weeks prior to the deadline? Can I not apply?

Our goal is to be supportive of staff's motivation to apply for grants and other donations, so please contact us to let us know the situation and we'll do our best to expedite the approval.

What about projects submitted to sites like Donorschoose.org?

Because most projects submitted to donorschoose.org have a limited dollar amount and are for materials only, staff are allowed to go through a less stringent process. You **DO** still need to secure your principal's approval and if you are requesting technology you **DO** still need to coordinate with Tech Services. However, if your request is for a classroom set of the book "Of Mice and Men," for example, you can just secure your principal's approval and be off and running.

Other sites like GoFundMe.com are a bit different as you can request cash. In these cases, you will need to go through the full process before submitting a project.

What If I still have questions?

Please contact Communications Director [Beth Graser](#) at 503-844-1772 (internal extension: 41772) if you need help or have questions.