MIDLAND INDEPENDENT SCHOOL DISTRICT

MISD Grant Request Form

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.

Process for Grant Submission:

- Complete all three sections of the forms as follows: Summary of Proposed Project, Grant Opportunity Overview and Budget Outline,and State and Federal Grant Requirements.
- Submit all documents via email to Lisa Doster, State and Federal Coordinator, as early as possible before the application deadline at **lisa.doster@midlandisd.net**
- The Coordinator of State and Federal Programs will review the submitted request and ensure that applicants are informed of the approval or denial of their grant request. Once approval is granted, you may proceed with the grant application process.
- Prior to submitting the application to the grantor, forward a near-final draft of the application to the Coordinator of State and Federal Programs for proofing and/or editing as soon as possible.
- After submission, a copy of the final application will be sent to lisa.doster@midlandisd.net.

SUMMARY OF PROPOSED PROJECT

Briefly describe the proposed project in the space provided. If applicable, include the estimated number of students by grade level. Also, specify the department requesting the grant. The requesting department will assign a program administrator to manage the grant requirements and serve as the contact for State and Federal Programs. Attach this form, along with the Permission to Apply for Grants and grant attestation forms, and email them to the Coordinator of State and Federal Grants at:

Please Note the following:

- Employees who fail to follow this process promptly risk losing the ability to submit a grant proposal on behalf of the district. Grants must be submitted at least six weeks before the deadline.
- A grant offer and acceptance constitute a contractual agreement between the funder and the grantee (teacher, school, department, or district). Employees should not enter into any agreement without prior approval from their direct supervisor.

MIDLAND INDEPENDENT SCHOOL DISTRICT

Grant Opportunity Overview and Budget Outline

INDIVIDUAL APPLYING FOR THE GRANT OPPORTUNITY	
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:**
Please state campuses/departments that will be participating in Grant Opportunity:		
Name of Individual Monitoring Grant:		
Does your grant require a board resolution form? ☐**YES** ☐**NO**		
Have you reviewed grant requirements and do we meet the eligibility criteria? ☐**YES** ☐**NO**	**Will you have the grant application prepared for submission within the six-week window?** ☐**YES** ☐**NO**	
Does your proposal require technology/software? ☐**YES** ☐**NO**	**Does your proposal require hiring additional employees?** ☐**YES** ☐**NO**	
Does your grant require you to work with a specific service provider?	**If so, please name:**	
How is this linked to the MISD Strategic Plan?		

BUDGET INFORMATION
Estimated Budget Request for the Grant: $
Are Matching Funds Required? ☐**YES** ☐**NO** **Percentage of Matching Funds Required:**_____**%** **Source of Match**_____
What is the source of the matching funds?
What is the anticipated timeline for matching fund distribution?

MIDLAND INDEPENDENT SCHOOL DISTRICT

BUDGET PLAN

Please outline a plan for funding if approved. Including payroll positions, contracts, supplies, and anticipated travel:

How much funding will you be requesting for each Object Code? (Please fill out each object code below):

61XX Payroll Anticipated Amount:	**63XX Supplies:**
62XX Contract Services Anticipated Amount:	**64XX Travel/Other Expenses:**
66XX Capital Outlay Amount:	

I understand that, as the applicant, it is my responsibility to prepare the grant application, follow program and fiscal guidelines, maintain data, and submit all required surveys and compliance reports with assistance from the State and Federal Program office. Additionally, I recognize that grant funds cannot be used until I receive confirmation from State and Federal Programs regarding the grant award and the NOGA.

Print Name: _____ ***Date:*** _____

Signature: _____

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

_____ ☐ Request Approved ☐ Request Denied _____
Campus Administrator/Director of Program (if applicable) Date

_____ ☐ Request Approved ☐ Request Denied _____
Cabinet Member Date

_____ ☐ Request Approved ☐ Request Denied _____
Director of State and Federal Programs Date

_____ ☐ Request Approved ☐ Request Denied _____
Chief Financial Officer Date

MIDLAND INDEPENDENT SCHOOL DISTRICT

State and Federal Grant Requirements

As you are seeking to submit a grant proposal, you must agree to the following and initial each line:

____ You agree to submit a copy of the final approved paper/ or electronically submitted application to the Coordinator of State and Federal Programs within one week of receiving the notice of the grant award.

____ You acknowledge that you are responsible for any misallocation of funds and agree to adhere to the program guidelines related to the grant, as well as all MISD policies and procedures.

____ You agree to review and submit purchases solely in accordance with the grant program guidelines.

____ You understand materials awarded through a grant are the property of MISD. Grant recipients are to use them within the grant project period. As, all materials should remain at the awarded campus.

____ You understand that payroll for staff cannot be processed unless it is approved in the current year's compensation manual and after receiving an award notification. If an item needs to be added to the compensation manual, you must collaborate with Human Resources and ensure the work is not completed until the update is approved by the Board.

____ You will inform the State and Federal Programs department after reviewing the compensation manual of any payroll activities, including salaries, stipends, or extra duty pay, to ensure proper documentation is on file as required by the grant.

____ You understand that when using grant funds, you may need to submit a job description, stipend justification, semi-annual certification, and/or extra duty payroll documentation before making any payments.

____ 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 using grant funds for travel. If you're unsure of the guidelines, you must contact the State and Federal Programs department for training. Federal funds require prior approval for out-of-state travel, including submitting the Out of State Travel form to the State and Federal Programs Department.

____ You agree to monitor your budget and submit changes as needed.

____ You agree to spend grant funds promptly and before the grant deadline. You understand that if funds are not spent in a timely manner, you will no longer be eligible to apply for future grants.