State & Federal Grant Assistance

Grant Opportunities Procedures

Department Objective:	To support Midland ISD's Strategic plan and leverage grant opportunities available, the state and federal program office will provide ongoing support, training and processes to ensure grants are leveraged as well as maintained in accordance to the grant guidelines.
Scope of Support:	Support will be focussed to maintaining a pre-approval process, assistance with submitting online applications and completion of reporting requirements, and maintaining a list of grants sought and funded.

All Procedures Details

Procedure Objective:	**Communication Process**	**Timeline for Implementation**
Step One	Individuals wanting to pursue grant funding will complete and submit the MISD Grant Request form. The form must already be approved by the requestor and cabinet member prior to the form being submitted to the State & Federal Programs department.	In order to ensure appropriate support for completing a grant application, the notification form must be submitted at least six weeks prior to the grant due date.
Step Two	The MISD Grant Request form is reviewed and a determination is made by the Director of State and Federal Programs and the Chief Financial Officer.	The process can take up to 10 days to be approved, pending on additional request needed.
Step Three	The State & Federal program office provides notification of approval to the grant writer/department wanting to submit the grant through Docusign	1-2 days
Step Four A Paper Grant Applications	A copy of all paper applications, negotiations and amendments must be provided to the state and federal program office for all grant applications that are submitted on paper.	Paper copies must be provided as described at least one day prior to the submission. If the paper grant application requires approval signatures of the state and federal program office, or finance office, the notification must be provided at least one week prior to the due date of submission.
Step Four B Electronic Grant Submissions	When an electronic grant submission is required, the grant writer/department seeking the grant will provide a copy of the printed grant application for the state and federal office to submit on their behalf. It is the responsibility of the grant writer to provide all of the information necessary for the grant submission.	Grant applications requiring electronic submission must be provided to the state and federal office, at least one week prior to the due date of the application.
Visual Aids/Flow Charts	MISD Grant Request Form	
Roles & Responsibilities	It is the responsibility of the individual/department seeking the grant opportunity to prepare the grant application, monitor the program guidelines and fiscal guidelines provided in the grant application, submit all surveys and compliance reports with the support of the state and federal program office.	At least a two week notice is required prior to the established due dates for grant reporting is necessary to secure state and federal support if needed.
Roles	The Coordinator of State & Federal Programs	Lisa.Doster@MidlandISD.net, ext 1947
Responsibilities	Coordinates the processing of Midland ISD Grant Request Form, assists campus/department with grant writing, provides training to campus/departments and collects all grant related data	