GRANTS AND PARTNERSHIP DEVELOPMENT
GRANT CHECKLIST

What to do BEFORE submitting a grant application:

- ✓ Click https://survey.sogosurvey.com/r/p5Wsn5 to complete the Internal Grant Opportunity Request form, prior to submitting a grant application. An email trigger will be sent to the principal/supervisor for approval.
- ✓Upon receipt of the approval email from the principal/supervisor, an email will be sent from Grants and Partnerships to proceed with completing the grant application.

Next steps AFTER a grant is awarded:

- ✓ If a grant in any amount is awarded, please email the award letter, budget and completed proposal to Dr. Marcia Oglesby, Director of Grants and Partnerships and Libritta Anderson-Griffin, Coordinator II of Grants and Partnerships.
- ✓When awarded a grant, please remember you or the person designated to oversee the grant is responsible for all purchases, implementation of the grant, and reporting as outlined in the proposal, application, contract agreement, and budget.

Grant Awards Less than $5,000

- ✓Email the award letter, budget, signed agreement and completed proposal to Dr. Marcia Oglesby and Libritta Anderson-Griffin for grants tracking purposes. Do not sign any MOUs or agreements without contacting Grants and Partnerships.
- ✓Contact the school's bookkeeper or person in the department responsible for collaborating with finance to assist with establishing the grant account.
- ✓Schools and district level departments shall strictly adhere to guidelines on how the funds are to be spent and complete reporting requirements for accountability prior to grant expiration guidelines.

Grants Awards $5,000 or more

- ✓Email the award letter, budget, signed agreement and completed proposal to Dr. Marcia Oglesby and Libritta Anderson-Griffin for grants tracking purposes.
- ✓Email a copy of the budget, award letter and signed agreement to budget@dekalbschoolsga.org, if the grant award amount is $5,000 or greater.
- ✓Any grant $5,000 or greater, will need to have the budget account established with the district's finance department and should not be disbursed from the school's account.

✓For grant awards $5,000 or greater, please have the check mailed directly to:

Finance-Accounting Department
1701 Mountain Industrial Blvd 2nd Floor AIC Building
Stone Mountain, GA 30083

Please allow 3-6 weeks for all documents to be reviewed, approved and/or to obtain signatures on Grant Acknowledgement Letters, a Memorandum of Understanding or Grant Agreement