

SAN BENITO CISD GRANT PROCESS FLOW CHART

The purpose of this document is to provide guidance to campus and district personnel on the process and procedures of applying for a Grant for San Benito CISD.

STEP 1. Locate Funding Source

- Discuss project/grant with immediate supervisor to determine if the grant aligns with the Districts Vision and priorities.
- Conduct independent Research on funding opportunity.

Step 2. Submit Permission to Submit Grant Application Form

- Complete Intent to Apply for Grant Form, including all Required signatures
 - Principal (Campus level)
 - Supervising Director (Campus Level)
 - Department Director (District Level)
 - Federal Programs Director (District and Campus level)
 - Purchasing Director (District and Campus level)
 - Chief Academic Officer (District and Campus level)
 - Chief Financial Officer (District and Campus level)
 - Superintendent (District and Campus level)
- Submit a copy of the Permission to Submit a Grant Application Form to the Federal Programs Office along with copy of a blank application form and application deadline date.

Step 3. Develop Grant Proposal

- Gather all information required by grant application
 - Complete all required narratives
 - Complete all Budget Forms
 - Gather Required Data
 - Letters of commitment (If Requested)

Step 4. Finalize Proposal

- Submit Final Draft Proposal to the Federal Programs Office for review no later than three days prior to submission.
- Address any last minute concerns or mistakes

Step 5. Submit Application

- Confirm that all required parts of the application are complete.
- Submit application
- Provide the Federal Programs office with confirmation of application submission.

Step 6. Track Award Decision

- Notify Superintendent of Award or Denial.
- Provide a copy of Award letter or Denial to the Federal Programs office.

Step 7. Complete Budget with Business office

- Provide the Business office with Notice of Grant Award and Budget.
- Business office will create spending accounts and grant access to account

Step 8. Grant Management

- School Board Notification and Board approval of use of grant funds will be completed by the grant manager.
- Grant Manager will oversee all compliance requirements of Grant
- Grant Manager will oversee all spending requirements of grant
- All compliance reports will be completed by the Grant Manager
- Copies of all Correspondence with grant awarder will be provided to the Federal Programs office for Record keeping.