



## District-Level Grant Protocol

### Definition of a District-Level Grant

A district grant is one that aligns with an MPS' strategic priority or initiative, requesting at least \$5,000. The District may pursue state, federal or private grant opportunities to address funding gaps for existing or new innovative projects or programs. Grant projects provide opportunities for applicants to collaborate with community partners to pilot research-based interventions in support of the district's educational mission.

### Steps to Develop a District-Level Grant

#### Step 1: Identify

District staff will complete a [grant intent form](#) once an opportunity of interest is identified before proceeding with the grant writing process. Grant development staff may also help district staff identify open grant opportunities through a [grant opportunity search request form](#).

#### Step 2: Prioritize

The grant intent form must be signed by the overseeing director and chief before proceeding with the grant writing process. If the director and/or chief determine that MPS will not pursue the grant, the process ends. If the overseeing chief determines that the district will pursue the grant, then staff will proceed with development, beginning with establishing a team. When the grant intent form receives all necessary signatures, the form must be submitted to the grant development team and a grant staff member will be assigned to the project.

#### Step 3: Establish a Team

The overseeing director or chief will appoint a project lead as the content specialist to develop and write portions of the grant application, which often include a needs assessment, project design, work plan, and a plan for program evaluation. The project lead will identify a grant development team with support from the grant development staff. The grant development staff and project lead will facilitate planning meetings with the larger team.

#### Step 4: Develop the Proposal

The grant development staff will:

- a) create an outline of the technical requirements of the grant based on the request for proposal (RFP);
- b) develop a template for the grant questions, budget and required attachments;
- c) complete necessary application forms;
- d) work with the grant-writing team to create a timeline for completing the proposal; and,
- e) guide the entirety of the grant development process.

The grant development team will hold an initial internal meeting to determine the timeline, project design concept, and internal staff and partners to invite. Depending on the scope of the project, the grant-writing team and partners will develop a logic model and assign development tasks tied to the timeline.



### **Step 5: Review**

*Review by Grants Development Services*

At least 10 working days before the deadline, grant development staff will review and edit the draft of the completed proposal and budget, to ensure that the proposal articulates a coherent program that is in alignment with district priorities. Staff will provide feedback, and additional assistance to the team, as necessary.

**Please note:** The superintendent is the only person authorized to sign on behalf of the district when an applicant signature is required. This process can take up to five working days which will be incorporated into the application timeline. An additional three working days are required for an application requiring the signature of a school board member.

### **Step 6: Submit**

The grant development staff will be responsible for the timely delivery of application materials to the funder. Grant staff will be responsible for delivery or electronic submission of the final proposal, and distribution of copies to key school personnel and partners.

Please access the [Learning Management System \(LMS\)](#) for upcoming grant writing professional development.

**For more information, please contact:**

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