



School-based Grant Protocol

Definition of a School-based Grant

A school-based grant involves activities that align with the goals and objectives of the school improvement plan as well as the district's strategic priorities, with a grant request that is less than \$5,000.

Steps to Develop a School-based Grant

Step 1: Identify

School-based staff and potential partners will bring grant opportunities to the principal/school leader once 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

Before MPS staff apply for school-based grants, opportunities must be approved. Staff will complete a [grant intent form](#) once an opportunity of interest is identified before proceeding with the grant writing process. If the grant intent form receives approval, the school-based lead will be notified and will receive direct support from a grant staff member.

Step 3: Establish a Team

The school leader should determine if staff members need to serve on a project development team, and then identify which member will be the project lead.

Step 4: Review the Proposal

The school leader will review and approve the proposal along with the grant development staff. Grant development staff will provide constructive feedback to strengthen the application, where needed, and request a revised version.

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 5: Submit

The school team will be responsible for the timely delivery of application materials to the grant development staff. 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 opportunities. Schools may also request an on-site Intro to Grant Writing session where grant staff will come to your school and offer a shortened version of Basics of Grant Writing.

For more information, please contact
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