

 NKSD PROCEDURE MANUAL	APPLYING FOR GRANT AWARDS GRANT CHECKLIST	BUSINESS OFFICE
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A grant is a written agreement representing the voluntary transfer of money or other assets by the sponsor in exchange for the specifically detailed performance of services. Grants usually require some form of financial and/or technical reporting by the district as to the actual use of the money/assets involved.

After identifying a grant of interest, use the checklist below to assist in the process.

- ☐ Gather all grant documentation, including the following:
Application
Grant Instructions
Grant Requirements – Is fund matching required? What is the source of the funds?
Grant Reporting Requirements
- ☐ Obtain Approval from Supervisor/Principal

Date _____

Supervisor/Principal Signature
- ☐ Send all approved documents to appropriate Admin member for signature.
 - Gwen Lyon: Teaching and Learning - Lori Buijten: Special Ed
 - Craig Barry: Secondary Ed/Student Svcs/Athletics - Valerie Anderson: Multilingual Learning
 - Karen Brumley: Elementary Ed - Janet Paeth: HR
 - John Waller: CTE/Safety, - Jeremy Sullivan: Technology
 - Reed Gillig: Facilities

Date _____

Administrator in Charge Signature

- ☐ Final Review by Business office and to determine if Board Approval is required.

Date _____

Business Office Signature

- ☐ Grant returned to school/department to be submitted to agency

If the grant is approved, coordination will occur with the business office and grant manager to track the grant expenditures and seek reimbursement.