

SUHSD Grant Governance – Four Step Review Process

Step 1 – Grant Proposal Intake & Administrative Review

(2 weeks – 1 month prior to application deadline)

The applicant must submit a **Grant Intake Request Form** to the Grants & Communications Department prior to applying for any grant.

Grants & Communications serves as the **central intake and coordination point** and will review submissions for completeness. Once a complete request is received, Grants & Communications coordinates routing through the administrative review sequence.

Administrative Review Sequence:

- Principal / Director
- Assistant Superintendent
- Cabinet
- Superintendent

This review confirms:

- Alignment with district priorities
- Operational capacity to implement the program

All grant opportunities, including state (CDE) and federal programs, must follow this process prior to application submission.

Step 2 – District Compliance Review

If the proposal is approved to proceed, the grant will undergo district compliance review.

This review may occur in coordination with Cabinet-level discussion, as applicable.

Areas of review may include:

- Fiscal impact and budget structure (Finance)
- Staffing implications (Human Resources)
- Technology or facilities considerations (IT / Facilities)
- Legal terms and contractual obligations

Legal Review Process:

Grant agreements and terms and conditions must be submitted to the Legal Department for review when applicable.

- Grants Department will submit documentation to: **legalsuhsd@sweetwaterschools.org**
- Requests may be submitted using the district's Request for Legal Assistance process, as applicable

All available terms and conditions must be provided or clearly described prior to Legal review.

Grants & Communications will coordinate Legal review as part of the overall process once a complete intake request has been submitted.

If compliance requirements are satisfied, the applicant may proceed with submitting the grant application.

Step 3 – Application Submission & Award Notification

Once internal approvals are complete, the applicant may submit the grant application.

If the grant is awarded:

- Award documentation must be forwarded to Grants & Communications
- Grants & Communications coordinates with Finance for fiscal setup
- Legal confirms signature authority, if applicable

All grant agreements must be reviewed and approved prior to execution.

Step 4 – Board Acceptance & Grant Lifecycle Documentation

Grants & Communications prepares the grant item for the next available Board meeting.

Board agenda items will include:

- Grant award notification or agreement
- Budget summary
- Responsible department

Following Board acceptance:

- The Superintendent (authorized agent) or designee signs the agreement
- The signed agreement is returned to the grantor
- Finance establishes resource codes and manages fiscal administration
- Departments implement the program

Grants & Communications maintains documentation of:

- Grant intake
- Approvals
- Board actions
- Award records

to support districtwide tracking and long-term lifecycle management.