

Grant Application Procedure

Updated April 22, 2026

Scope

This document describes the required procedure which must be completed before a RCPS Administrator applies for a grant, when that grant would not be administered by the Vermont Agency of Education (AOE) using the Agency's Grants Management System (GMS).

This procedure creates steps to review, budget for, report, approve, amend, and implement a prospective grant. These steps are similar to process required by AOE when using GMS.

This procedure does not apply to grants that are administered by AOE using GMS. Grants that are already managed through GMS include Consolidated Federal Programs (CFP), IDEA Consolidated grants, Perkins, and 21st Century, etc.

Process Overview

1. Background information – completed by Administrative Contact.
2. Assistant Superintendent – initial screening.
3. Additional review – completed by Business Office, Grants Manager
4. Final review and approval – completed by Assistant Superintendent.
5. Implementation.

1. Background information

To be completed by Administrative Contact and sent to the Assistant Superintendent.

- Which Strategic Plan Priority Area, Objective, and Strategy would be served?
- What is the name of the organization offering the grant? Please provide a link to the organization's website?
- What is the proposed grant amount? Or the estimated amount?
- What services or purchases would be funded? What outcome would be accomplished?
- What would be the timing or duration of that initiative?
- Does the school or organization have the staff needed to complete the initiative? Would other RCPS groups would be involved? (e.g., Buildings and Grounds?)
- Would the grant award supplement or supplant existing grants or programs or services?

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- Other information:
 - Due date by which RCPS would need to apply for the grant award?
 - Is there a deadline for using the proposed grant funds? If so, when?

Prepared by: _____ Completed on: _____

Administrative Contact

2. Assistant Superintendent Screening

_____ Approved for further review _____ Not approved for further consideration

- If approved, then forward to Business Office, Grants Manager for review.
- If not approved, then return to Administrative Contact with comments.

Additional comments:

Prepared by: _____ Completed on: _____

Assistant Superintendent

3. Additional Review

To be completed by the Business Office, Grants Manager and returned to the Assistant Superintendent.

- Describe the information that would be required to complete the grant application?
- Would grant funds be received in advance? Or as a reimbursement after expenditures?
- If funds are provided as reimbursement, then what are the requirements and timeline for receiving payment?
- How frequently will updates on the grant-funded initiative be reported to the Longfellow Administration?

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- Will local or social media be used to communicate to community stakeholders the benefits of this grant and grant-funded initiative?

____ Approved for further review

____ Not approved for further consideration

Additional Comments:

Prepared by: _____ Completed on: _____

Business Office, Grants Manager

4. Final Review

To be completed by the Assistant Superintendent and returned to the Administrative Contact with a copy to the Business Office, Grants Manager.

____ Approved

____ Not approved

Additional comments:

Prepared by: _____ Completed on: _____

Assistant Superintendent

5. Implementation

An implementation plan with specific action steps, roles and responsibilities, and completion dates will be documented within 30 days of final approval by the Assistant Superintendent.

The action plan will be prepared jointly by the Administrative Contact and the Business Office, Grants Manager. All accounting, reporting, and control requirements deemed to be necessary by the Grants Manager with documentation of roles and responsibilities will be incorporated into the plan.