



Grant/Project Funding Guidelines

- LBUSD requires submission of the *Intent to Submit a Grant or Funding Request* form for all federal, state, foundation, and other funding, regardless of dollar amount.
- The Board of Education must approve all requests for funding over **\$25,000 prior** to submitting an application to the funding agency.
- Any request to submit an application for funding must support the District's [Strategic Plan](#), including the goals, mission and vision, and [LCAP](#).
- All District Instructional/Intervention programs must contain a sound evaluation and assessment design. The program evaluation information is to be updated, compiled and shared each year the funding is available.
- The district may not approve proposals that require a match.
- **Do not submit any application over \$25,000 unless you receive approval from the Board of Education.**

Process to secure approval for a Funding Proposal:

1. Complete the *Intent to Submit a Grant or Funding Request* form, available from the State & Federal Programs Office or the district website:
lbschools.net → LBUSD A to Z, "G" → "Grants" → *Intent to Submit a Grant or Funding Request*
2. The site administrator must sign the *Intent to Submit a Grant or Funding Request* form.
3. Submit the *Intent to Submit a Grant or Funding Request* form to the State & Federal Programs Office, via email (sfp@lbschools.net). In addition to the form, attach the following forms:
 - **Link to the grant / funder information**
 - **Grant Proposal / Narrative**
 - **Budget and Budget Narrative**
 - **Fact Sheet to be included on the Board of Education agenda**
4. A review will be conducted by a Senior Team member. Once the grant receives their approval, it will appear as an item on the Grants and Compliance Report for Board of Education approval.

Timing of Approval:

Plan Ahead. The timing for Board approval depends on the timeliness of the submission of the items listed in #3 above. The Board Agenda Review Meetings are held approximately two weeks before a Board of Education Meeting.

Mon	Tues	Wed	Thurs	Fri
Week 1	Need Item #3 at least 2 weeks before	Board Meeting		
Week 2	Board Agenda Review Meeting			
Week 3		Board Meeting		

Board meeting schedule can be found [here](#).

If funded:

1. Ensure the funding agency includes the name of the site on the memo line of the check.
2. Notify the site's Fiscal Analyst to ensure the funds are put into the correct account.