



# Scappoose School District Grants Process

District approval, budgeting, and submission guidance for Fiscal Year 2026-27

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Why do we need this process?</b> | <p>Commitment of the District's resources must be considered when planning any grant application, as well as any in-kind expectations and direct and indirect costs associated with the grant.</p> <p>Proposed programs and activities supported by a grant must be consistent with the District's goals and sustainability.</p> <p>Schools, Administrators, and Teachers are often notified of grant opportunities; however, <b>all grants must have District approval prior to submission.</b> Interested Teachers should notify their Administrator of their interest in a particular grant (including Donors Choose) and must follow the process outlined in the District's Internal Grant Application.</p> <p>To ensure we align our investments for success with District goals and focus on positive impacts for our students, quality over quantity.</p> <p>To ensure departments can adequately support new initiatives.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>How will the process work?</b>   | <p>School Administrators are responsible for managing school grant applications and monitoring the grant process if they are awarded. All funds generated by grants must be processed through the District Office. The District Office will work with the school to review the final budget and set up the accounts to allow appropriate tracking of grant monies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>What do I need to know?</b>      | <p>Below are the requirements when applying for a grant. Failure to follow these procedures may delay the grant application or prevent District and, when needed, School Board approval.</p> <ul style="list-style-type: none"><li>• Gain documented preliminary Administrator approval to pursue the grant.</li><li>• Ensure the proposed grant is in alignment with the District's goals and mission.</li><li>• Include a detailed budget.<ul style="list-style-type: none"><li>■ Unless specifically disallowed by the grant, grants over \$5,000 must include an indirect (overhead rate) line item equal to <b>2.59% for Fiscal Year 2026-27.</b></li></ul></li><li>• Notify and obtain signatures from the Technology and Facility Teams, if appropriate.</li><li>• Submit a copy of the completed application at least two weeks prior to the grant deadline. (If the grant opportunity is via an online application, copy/paste questions and answers in an attached document.)</li><li>• When you receive notification that your grant has been approved, contact the District Office for tracking purposes and to set up the proper accounts and next steps. <b>No money may be spent towards the grant prior to the grant award.</b></li><li>• Follow grant deadlines for spending. Keep in mind that the yearly purchasing cut-off is May 15 and that District purchasing practices and procedures (PO required before purchasing) apply to all grant funds.</li></ul> |



## What to do when you want to apply for or receive a grant:

| <b>Competitive, Recurring, Partnership Grant</b><br>(recurring grants from ODE, county, or other sources;<br>grants that we are directed to take in association with our<br>programs)                                                                                                                                                                                                                                                                                                                                                           | <b>Applying for a NEW, COMPETITIVE Grant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Report amount of grant and supports needed to the Administrative Sponsor and the District Grants Specialist:</b></p> <ul style="list-style-type: none"><li>■ If grant is over \$5,000, the budget must include an indirect (overhead rate) cost line item at <b>2.59%</b> of the grant for Fiscal Year <b>2026-27</b>.</li><li>■ If the grant is \$10,000 or more, Superintendent and Board approval may be required.</li><li>■ If the grant includes new FTE, Superintendent, Human Resources, and Board approval is required.</li></ul> | <ol style="list-style-type: none"><li><b>1. Do we meet the criteria?</b> Review the grant requirements before getting too involved in the process. Is the grant tied to demographics, poverty rate, or student count? Is the grant sustainable and aligned with District goals?<br/>NOTE: Scappoose School District is not considered a non-profit 501c(3)c.</li><li><b>2. Give yourself sufficient time.</b> All grant applications require District approval prior to submission. Do not expect to complete a grant application and submit it on the same day. <b>Allow at least two weeks for review and approval of your application.</b></li><li><b>3. What about online applications?</b> Many grant applications are now online. This poses issues for the approval process prior to submission. Staff must attach a document with the questions and answers to your grant request prior to submission. Once you receive approval to apply, the grant can be submitted online. If the online application has the ability for emailing submission, include <b>Grants Specialist, Rebekah Michel</b> (<a href="mailto:grants@scappoose.k12.or.us">grants@scappoose.k12.or.us</a>), as well as your Building Administrator. Otherwise, forward your submission to both the Grants Specialist and your Building Administrator.</li><li><b>4. Create a detailed budget.</b> The budget section should include a detailed budget breakdown of expected expenses. Remember to include the indirect (overhead rate) cost line item, if applicable. If staff pay is included, the payroll rate is 1.55 and must be accounted for. If substitute costs are included, the 26-27 rate is \$325/full day. If there are transportation costs, contact the district office. Facility and technology budget items that may include modifications need to have prior approval to ensure the items fit within our guidelines, are supportable, and are the model or brand that is most effective and cost-efficient.</li><li><b>5. Follow the process.</b> Complete the online <a href="#">Internal Grant Application</a>. <u>The most important step is securing the appropriate permissions prior to applying for the grant.</u></li></ol> |

**Grant contact:** Rebekah Michel, Grants Specialist | [grants@scappoose.k12.or.us](mailto:grants@scappoose.k12.or.us)