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# Grant Application Checklist and Routing Slip

## Grant Application Checklist

All grant applications must be approved by the supervisor and the Arlington School District Financial Services Office before they are submitted to the grantor.

Additional staffing, staff time, or district resources must be considered in applying for a grant. Please consider the grant requirements before beginning the application process. The District reserves the right to deny forwarding a grant application due to cost and time considerations.

Please complete the following checklist before sending your application to the Financial Services Office for final review.

Please answer each of the following grant requirements: (If you mark "Yes" to any item below, the requirement must be described in the grant application or an attachment.)

### Staffing:

- More teacher time needed  Yes  No
- Administrator time will be needed  Yes  No
- Secretarial or Aide time will be needed  Yes  No
- Staff needs have been discussed with Human Resources Office  Yes  No

### District Resources:

- Additional classroom instructional resources needed  Yes  No
- Additional supplies and materials  Yes  No
- More classroom space needed  Yes  No
- Bus transportation for students will be needed  Yes  No
- Additional computer or technological support needed  Yes  No
- Storage space needed  Yes  No

### Grant Administration:

- District matching money needed  Yes  No
- In-kind services required  Yes  No
- Funds need to be claimed by the Financial Services Office  Yes  No
- There will be an indirect rate allowed  Yes  No
- The grant is for more than one year  Yes  No
- The grant requires School Board approval (Is over \$5,000 and/or is specified by the grant or the Superintendent/designee)  Yes  No

Please discuss these checklist items with your supervisor/administrator. Send this checklist with the Grant Routing Slip and other items required on that slip.

If the grant requires School Board approval, it must follow the Grant Routing Slip process and then must go to the Superintendent's Office to be placed on a School Board Agenda. That may take up to a month to process, so please consider the time line requirements.

Submitted by (Grantee):

Submitted to (Grantor):

Mailing Address (Grantor):

Contact Name (Grantor):  Phone

Contact's Email Address (Grantor):

Grant requested for:

**Please allow a minimum of two (2) weeks for the approval process - grants routed less than two (2) weeks before their due date cannot be guaranteed approval!**

**Instructions:**

- Submit a draft copy of the grant to your supervisor or administrator for review/input
- Incorporate suggestions and changes

Include the following information in the grant packet:

- Grant Routing Slip
- Grant Application Checklist
- Original grant application
- One copy of the grant application
- Envelope addressed to the grantor

**Electronic Submissions:**

If the grant must be submitted on-line, print a hard copy and follow the process outlined above. Wait for approval notification from the Financial Services Office prior to electronically submitting the grant.

Grant due date

		Signature(s)	Date
1	Grant Writer(s)		
2	Principal (Building Approval)		
3	Mark Ehrhardt Information Technology (Technology related grants)		
4	Cabinet Member(s) (Supervisors)		
5	Gina Zeutenhorst (Financial Services Office)		

**Must reach Financial Services Office at least one week prior to grant due date!  
Financial Services Office will mail grant application.**