

GRANT PROCESS FORM

Grant Writer checklist:

- ___ Before developing a grant application, complete this summary for your administrator's approval. Consider matching funds or in-kind support you might need.
- ___ After approval, complete the grant application and submit to accounting/grants department within the BPS system to have them review the budget for the project, after they review, submit it to the grantor.
- ___ After completion, send this form to the Grant Coordinator at the Hughes Educational Center.

GRANT PROPOSAL SUMMARY

Date: _____

Contact person: _____ School: _____

Project name: _____

Granting Agency: _____ Is this a competitive grant? _____

Others involved in this project: _____

Amount of grant: _____ Which is approximately _____% of the total cost of the project.

Where will the balance of project cost come from if the grant does not cover 100%? _____

Briefly, what need will this grant address? _____

Briefly, describe your proposed grant project: _____

Proposed project start date: _____ Proposed finish date: _____

Application deadline: _____ Notification date: _____

Need release time to author proposal? _____ Total time necessary? _____

Team members: _____

(Note: if you are requesting release time for the team, indicate total team hours.)

Building or Program Administrator checklist:

- ☐ In considering this proposal, please review the following information with the proposal's contact person.
- ☐ Review with BOTH Assistant Superintendents of Bismarck Public Schools.
- ☐ This grant qualifies for compensation (Assistant Superintendents must approve.)
- ☐ Review with the Technology Coordinator of Bismarck Public Schools.
- ☐ If the grant proposal extends beyond your scope or authority, contact the Superintendent of Bismarck Public Schools for approval.
- ☐ Once approval is determined, send a copy of this form to the grants development office at Hughes Educational Center and return the original grant process form to the contact person.

Yes or No:

- ☐ Will the proposal include matching funds or in-kind resources by BPS. If yes, please review with the appropriate person that these funds or resources are available.
- ☐ Are there programs or other costs which BPS will be expected to support after grant funding expires?
Specify: _____
- ☐ If the proposal budget includes travel, materials, equipment, supplies, etc., will amounts and sources be substantiated? (check with the Business Manager).
- ☐ If the proposal includes personnel resources, will costs be determined in line with common practices (i.e. salaries, benefits, stipends, subs, non-school personnel, audit duties, administrative duties, etc.)? Check with Human Resources Manager).
- ☐ If grant implementation involves presentations or training, will funding be needed or will it be written into the proposal? Specify:
- ☐ If the proposal involves technology, will it be compatible with BPS as to hardware, software, and networking? (Check with the Technology Coordinator).

Check One:

- ☐ This project is consistent with the Bismarck Public School's mission and curriculum and I encourage its development as outlined above.
- ☐ I have reviewed this grant proposal with the superintendent, who has authorized its development as outlined above
- ☐ This proposal is not approved for the following reason: _____

Signature of building/program administrator: _____ Date: _____

If you have questions please call 323-4074.