GUIDELINES FOR GRANT PROPOSAL DEVELOPMENT AND SUBMISSION

The checklist below is a guideline to assist you in covering the necessary steps needed to develop and submit a grant proposal/application in the San Juan Unified School District.

1. Determine all the necessary information about the requirements of the Request for Proposal (RFP) when pursuing the grant, and establish a timeline. Contact the Special Projects & Grants office at 971-7221 and your supervising administrator to indicate your interest in submitting a grant proposal. Calendar any assistance time you may need from the Grants office for your grant proposal at that time.

2. To develop a grant proposal through a group process:
   - Use an inclusive program development method
   - Talk with staff, community, parents, and district office personnel
   - Keep records of these meetings including dates and sign-in sheets

3. Ensure your proposal meets legal requirements, i.e., district policy, Ed Code, and district contractual agreements that address the District and site Strategic Plans. If your proposal affects areas of personnel, building modifications, school instructional time, technology, indirect cost charging, and transportation, please contact the appropriate department for discussion of these issues. If your proposal has an evaluation/data component, you must contact the Office of Assessment, Evaluation and Planning (AEP) to determine evaluation needs and any costs that may be associated with those needs.

4. Submit a final abstract, impact form, and budget for the proposal to your administrator, Grants office, and your school’s director for review. It is recommended that this be done at least two weeks prior to the proposal deadline. If this timeline cannot realistically be met, you must call or email to schedule a meeting with the Grants office to discuss the proposal and establish a date for review. The Grants office will not issue the Federal ID# without first reviewing your proposed grant.

5. Work with the Grants office to submit your application for Board approval and depending on the grant requirements this can be done before or after submission. No grant monies can be accepted in the district without prior Board approval.

6. Ensure you have connected with other district departments whose work may be impacted by your grant, if applicable, (e.g. Teaching and Learning, Maintenance & Operations (M&O), Facilities, Technology Services, and/or AEP.)

7. Prepare all application sheets requiring the superintendent or designee’s signature, and deliver them to the Grants office two weeks prior to the proposal’s deadline; they will be returned to you with the required signatures. If this timeline cannot realistically be met, you must call or email to schedule a meeting with the Grants office to discuss the proposal and establish a date for review.

8. Submit your completed grant proposal to the GRANTOR (with the required number of copies) by the due date. Send one complete copy to the Grants office along with this signed checklist.

The following Information plus Signatures are required by the Special Projects and Grants office:

9. Lead Writer: ____________________________________________
   SIGNATURE   PRINT NAME   DATE

10. Grant Name: _____________________________________________

11. Principal or Administrator: ________________________________
    SIGNATURE   PRINT NAME   DATE

12. School or Site Name: ______________________________________

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