

ST. CLOUD AREA SCHOOL DISTRICT 742 GUIDELINES FOR GRANT PREPARATION/SUBMISSION

To apply for a grant.....

1. **When you first decide that you are going to apply for a grant**, the “*Submission of Grant Application*” form must be completed. The completed form must be returned to the Grant Writer’s Office (DAO) **before** the grant is submitted. All grant applications require Board of Education approval prior to submission.
 - If you are not yet sure of the actual amount you will be requesting, please indicate your best guess of the total grant amount.
 - Completely fill in the name and address of the agency applied to.
 - If a group of people worked together to prepare the grant, please indicate the names and roles of your whole team.
 - The building or program administrator needs to sign off before routing the form to the District Office.
2. If technical assistance is required in the grant application process, please contact the Grant Writer (Extension 1265). Please allow adequate lead-time for the Grant Writer to provide appropriate assistance.
3. All new grants that involve multiple sites, or exceed \$50,000 need to be reviewed by the Grant Writer and submitted to the appropriate District-level Administrator for approval.
4. When multiple sites are involved, the appropriate District-level Administrators will decide which building or department administrators will need to sign off as to their level of commitment to the project, prior to grant submission.
5. The Superintendent may give preliminary approval for the grant submission when meeting schedules do not meet grant timelines.

*If you have any questions about preparing or submitting a grant, please contact
the Grant Writer at the District Administration Office
1000 44th Ave. N. Suite 100 - St. Cloud, MN 56303
Phone: 253-9333 (extension 1265)*

When you are awarded a grant....

1. **When you receive notice of your grant award**, the “*Notification of Grant Award*” form must be completed.
 - Please fill in the actual amount of the award. In the case of multi-year grants, indicate the amount for each year (it does not need to be re-approved each year). You do NOT need to attach a copy of the award letter.
 - Completely fill in the name, address and contact of the awarding agency.
 - Make sure it is signed by the appropriate persons.
 - Submit the form to the Grant Writer’s Office.
2. The Grant Writer will forward the grant award information to the Superintendent’s office for inclusion on an upcoming Board of Education agenda. Grant funds are school district revenue, and as such **all grant awards require Board of Education approval.**
3. Subsequent to Board Approval, you will need to contact Accounting (extension 1051) in order to set up the proper account codes. ***Please remember that all grant monies are subject to the same spending rules and policies as other district funds.***

If you receive a donation or gift....

1. The “*Receipt of Donation*” form must be completed and forwarded to the Grant Writer’s office. A copy of the check can be attached. ***Please do not send the actual check or cash to the Grant Writer’s Office - monies should be sent to Accounting - DAO.***
2. After review, the Grant Writer will submit your Receipt of Donation for placement on the agenda of the Board of Education. All donations received by district employees or for district use require Board of Education approval.
3. A copy of the Receipt of Donation form will be forwarded to Accounting.

For our purposes, **donations** are any gifts or charitable contributions from individuals, businesses, service clubs, or civic groups. **Grants** are monies applied for and received from public or private foundations, corporations, or government sources. Grants also require written narrative and budget proposals.

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