

Grant Instructions

**** (These instructions do not apply to donations, existing funds, or ASF Grants)**

1. If you are applying for grant fill out **grant application form** first (see below).
2. Have your site administrator approve it with their signature
3. Submit to the Superintendent's secretary.
 - a. Grant applications go first to the accountant who checks for stipulations
 - b. The Superintendent signs off after all stipulations are addressed
 - c. Accountant emails the grant applicant with rules and stipulations once approved
 - d. Technology department is consulted if technology is included.
4. Submit your grant
5. Once you get the grant or donation: Submit all paperwork to the DO accountant
6. The grant income may need to put on the next School Board agenda for approval (for amounts that change the estimated revenue amounts in budget).
7. If paying people, follow the **paying for services procedure** (see below) to determine if the person is an independent contractor or a temporary service employee.
8. If an independent contractor, submit **request for services** to the business office who will write a contract, have the person sign it, and then notify you when they are ready to work.
9. If a temporary service employee, administrator submits **Temporary Service PAF** to HR. HR will contact the individual with an offer letter. Once the offer is accepted, HR will arrange for them to be fingerprinted (if needed). When they are clear to work, HR will notify the office manager.
10. If technology is being purchased, consult the technology director prior to any purchase.

Approval to Apply for Grant Application Form

Any staff **planning to apply** for a grant must receive prior approval through the Superintendent’s Office. The grant application should be submitted along with this form to the Superintendent’s Office.

Grant Information

Grantor/Sponsor Name: _____

Name of Grant: _____

Award Amount: _____

Application Due Date: _____

Grant Duration: (spending timeline) _____

Approval Process and Notification

Grant Applicant: Last Name: _____ First Name: _____

- School Site:
- Helman
 - Bellview
 - Walker
 - John Muir
 - Willow Wind Community Learning Center
 - Ashland Middle School
 - Ashland High School
 - Ashland School District

School Principal:

- Approved
- Declined

Signature: _____ Date: _____

Superintendent: