

## Intent/Pre-Approval Form for Grants & Donations involving Academics & Technology

Newport Public Schools: Office of Teaching & Learning / Assistant Superintendent

*The Grant & Donation Application Procedure & Guidelines are provided by the NPS Office of Teaching & Learning / Office of the Superintendent. They are expected to be followed when grant applications will be submitted or when donations are being considered for anything involving Academics (curriculum, assessment, instruction) and Technology. The intent form will also need to be completed and submitted to the Office of the Assistant Superintendent for approval.*

### INSTRUCTIONS:

1.  Please supply the Office of Teaching & Learning / Assistant Superintendent's Office with a copy of the funder's application requirements/guidelines. (this step is not necessary for NPEF grant applications)
2.  Read the Academic & Technology Grant & Donation Procedure Guidelines. (pages 5-8)
3.  Complete this pre-approval/intent form and return it to the Office of Teaching & Learning / Assistant Superintendent's Office four (4) weeks before proposal is due. (pages 1-4)

Information can be emailed to the Assistant Superintendent:

Kimberly Behan, Ed.D. (kimberlybehan@npsri.net))  
Newport Public Schools  
109 Old Fort Road  
Newport, RI 02840-3898

Hard copies can be faxed to 401-849-0170, placed in school mail or scanned and emailed.  
For more information, please call 847-2100 Extension 219

### A. Contact Information

Your name:   
Your title:   
Address:   
E-mail:  Phone:  Fax:   
Today's date:

### B. Project Information

Application due date:   
Proposal title:   
Total amount requested: \$  Funder Name:   
List of schools involved:

Newport Public Schools Office of Teaching & Learning  
Intent & Pre-Approval Form & Guidelines for Grants & Donations (Feb 2017)

List specific item, equipment and/or software requested:

List any community agencies involved:

Briefly describe your project and what you plan to use the funds for (1-5 sentences- but feel free to attach up to one additional page to clarify your project):

Who will direct the project (name, title)?

Name:

Title:

What is the timeline/duration of this project or the anticipated life expectancy of the materials (i.e.: Project will operate one hour per day for 40 weeks for one year.) ?

When will this project occur and/or the materials be used? (Check all that apply.)

Before school

During school

After school

If the project will occur during school, which courses will be affected?

List all subjects:

If the project will occur before or after school, what source of funds will cover the costs of providing transportation for students?

Does the proposal require renovation/construction? (If yes, please explain. Please include any electrical and/or data requirements.)

Yes

No

Explanation:

Does this proposal require purchase of equipment and/or software? (if yes, please explain)

Yes

No

Explanation:

Does the proposal require district funds, matching funds, or in-kind funds? (please include any future funds that would be required, including small parts, batteries, etc.) If yes, what is the type and amount of these funds you will need?

Yes  No

Explanation:

Briefly explain which of your school's school improvement team goals this proposal will support.

Briefly explain which of the district's strategic plan goals this proposal will support.

### C. Proposal Preparation

What kind of assistance do you need to complete or improve your proposal?

Concept development       Budget development       Data or other information  
 Hardware/Equipment purchasing & implementation       Training  
 Software purchasing & implementation       Other

### D. Proposal Implementation

If approved and the grant/donation is awarded, what kind of assistance do you need to implement your proposal?

Concept development       Budget development       Data or other information  
 Hardware/Equipment purchasing & implementation       Training  
 Software purchasing & implementation       Other

### D. Principal's Authorization

*The principal(s) of the school(s) involved must approve of the project in order for the request to go forward. Please discuss the proposal idea with your principal and ask him or her to sign below.*

Principal Signature (indicating approval of project):

Principal Name (printed):

E. Verification of Academic & Technology Grant/Donation Procedures

To Be Completed By the Applicant:

I have read and will follow the Newport Public Schools Academic & Technology Grant & Donation Procedure Guidelines

Applicant Signature (indicating awareness of grant/donation procedure guidelines):

Applicant Name (printed):

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*To Be Completed By the Assistant Superintendent upon approval:*

F. Assistant Superintendent's Authorization

*The Assistant Superintendent must approve of the project in order for the request to go forward.*

Assistant Superintendent Signature (indicating approval of project):

Assistant Superintendent Name (printed):

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Contact Information

Kimberly Behan, Ed.D., Assistant Superintendent  
Newport Public Schools  
109 Old Fort Road  
Newport, RI 02840-3898  
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## Newport Public Schools Office of Teaching & Learning Grant & Donation Procedures

*The Grant & Donation Application Procedure & Guidelines are provided by the NPS Office of Teaching and Learning / Office of the Superintendent. They are expected to be followed when grant applications will be submitted or when donations are being considered for anything involving Academics (curriculum, assessment, instruction) and Technology. The intent form will also need to be completed and submitted to the Office of the Assistant Superintendent for approval.*

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Newport Public Schools Office of Teaching & Learning has a clear and strict procedure governing school-based applications for all grant funding and donation. The grant/donation procedure is in place to help meet the following goals:

- (1) All grants submitted and/or donations accepted by Newport Public Schools are competitive, fundable, and include carefully, accurately, and realistically planned and budgeted program design.
- (2) All grants submitted and/or donations accepted by Newport Public Schools propose programs that are aligned to district goals and standards, conform to district policies, and include authorization and signatures from all relevant administrators.
- (3) Schools / staff members are aware of and have the opportunity to utilize the services of the Office of Teaching and Learning / Assistant Superintendent, including technology planning and purchasing, budgeting assistance, and information about the procurement process for funded programs.
- (4) Newport Public Schools is aware of all grant applications/awards and donations and serves as a knowledgeable and helpful clearinghouse for programming, reporting, and fiscal management of grant funds.

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### The Requirements for Schools Seeking to Submit a Grant Application and/or Accepting a Donation

***Requirement One:*** All proposals must be approved by the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office ***four weeks before the grant deadline.***

All grant proposals must be pre-approved using Newport Public Schools Office of Teaching & Learning Intent & Pre-Approval Form. This requirement provides a channel for schools to utilize the services of the Newport Public Schools Assistant Superintendent's Office to craft a fundable proposal, ensures that sufficient time is allotted for revisions, and ensures that the proposed programming is consistent with district goals and policies. Newport Public Schools Assistant Superintendent's Office ***will firmly adhere to these guidelines.***

All grants, regardless of their terms, size, or scope, require district authorization. All grant funds that are awarded without district pre-approval will be returned to the funder. This strict requirement ensures that Newport Public Schools can maintain programming and fiscal accountability and helps ensure that all grant funded programs are consistent with the school improvement plans, employee contracts, and the district strategic plan. Newport Public Schools Office of Teaching and Learning / Assistant Superintendent's Office ***will firmly adhere to this guideline.***

***Requirement Three:*** All programs proposed for funding must align to the targets, goals, and activities set forth in the school's school improvement team plan and the district's strategic plan.

These plans spell out the improvement targets, goals and activities for each school year; grant funds can provide important resources to help schools reach those goals. Grant funds should not be used to support activities that are not related to these plans.

**Requirement Four:** *Grant funds must be used to “supplement” existing programs or resources. They cannot be used to “supplant” existing funds.*

Grant funds can only be used to expand or create (also known as “supplement”) new opportunities, programs, or resources for Newport schools, students and families. Grant funds **cannot** be used to cover the expenses of existing programs, nor can they replace money that has already been budgeted to support existing work (also known as “supplanting”). This means that grant funds cannot be used to cover the salary of existing staff, purchase materials or supplies that are usually financed through other means, or to pay for programs that are pre-existing and have other identified funding sources.

**Requirement Five:** *Grant funded programs must be self-sufficient. Schools / staff members cannot assign expenses to the Newport Public Schools, including matching funds, without prior approval.*

Programs or activities that are proposed through a grant application should include sufficient funds to cover all aspects of the proposed program or project. This includes budgeting for sufficient staff time for project implementation and management, data collection and reporting requirements (as necessary). It also includes planning for necessary supplies, transportation, fees, and any other affiliated expenses. Any exception to this rule must be approved by the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent’s Office*.

Many grant applications require schools or districts to contribute “matching funds”. *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent’s Office* can sometimes find matching funds to meet these requirements, but this process must be done in collaboration; schools cannot identify matching funds independently.

**Requirement Six:** *Schools / staff members may not apply for grants that involve more than one school or the entire district without explicit approval from the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent’s Office.*

If you are interested in applying for a grant that involves more than one school, you **must** consult the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent’s Office* and gain early approval. Staff members at individual schools are not authorized to apply for district-wide grants or grants that will affect multiple schools without initial district level approval.

## The Process for Seeking Approval to Submit a Grant Application

The required process for schools to submit grant applications is described in detail below.

**Step 1: Submit an *Intent Form* to the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office four weeks before the deadline.**

The *Intent Form* is a simple three page document that requests basic information about your grant proposal. Schools / staff members should not try to complete the entire proposal at this early stage. This *Intent Form* is intended only to help Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office provide preliminary approval and offer technical or editorial assistance and any data that schools may need to complete their application. Submission of the *Intent Form* ***no less than four weeks prior to the grant deadline*** will ensure that everyone involved has sufficient time to craft a winning proposal that has been approved by the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office. The *Intent Form*, can be submitted in either hard copy or electronically.

**Step 2: (Optional) Schools may request grant writing services from the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office.**

The Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office can serve a number of helpful roles to support schools' grant seeking efforts. Schools / staff members may request technical or editorial assistance, help with budgeting, or data that will improve the application. Please be aware that the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office is rarely able to write the grants for schools, but does its best to provide as much support as possible.

**Step 3: Submit a copy of the complete application to the Newport Public Schools Assistant Superintendent's Office 2 weeks before the deadline.**

The Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office will forward correspondence on the district's review of your pre-approval request to your principal and any other appointed contacts as soon as possible. Two weeks before the proposal is due, please submit a completed copy of your application to the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office for review.

**A note about signatures:**

- **Principal** – Your school principal's signature is required on the *Intent Form*; Form A will not be reviewed without the Principal's signature. (An email from your principal is allowed as well.)
- **Assistant Superintendent** -If the funder requires the Superintendent's signature, the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office will forward the proposal, once approved, to the Superintendent for signature. Submit your full proposal to the Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office as quickly as possible to secure the Superintendent's signature. Please be aware that the Superintendent may be out of the building; signature requests made with less than one week notice are difficult or impossible to fulfill.

**Step 4: School submits a finalized and signed proposal to the funder.**

Each school is responsible for picking up their proposal from the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office*, once signed by the appropriate central administration staff, and either mailing or hand-delivering their proposal to the funder directly. The *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office* will not forward proposals on a school's behalf unless otherwise specified.

**Step 5: Schools are notified of the final status of their application.**

Once a school hears from the funder about the final status of their proposal, they should inform the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office*. The *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office* keeps a database of funding for the district and also can assist with implementation, budgeting, procurement and reporting once a project is funded. If the project is funded, please forward a copy of the award packet to the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office*.

**Step 6: All purchases are managed through the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office*.**

The school/staff member should work with the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office* for all purchasing.

**Step 7: All equipment / software will be managed and inventoried through the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office*.**

The school/staff member should work with the *Newport Public Schools Office of Teaching & Learning / Assistant Superintendent's Office* for all implementation and management of equipment and software. This equipment / software will be property of the Newport Public Schools and will be recorded in the Newport Public Schools Academic & Technology Services Asset Inventory.

*Newport Public Schools Academic & Technology Services*  
Kimberly Behan, Ed.D., Assistant Superintendent  
109 Old Fort Road  
Newport, RI 02840-3898