



One Newport

Newport Public Schools

Checklist for Grants and Donations

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Please mark each step as it is completed.

Thinking about applying for a grant or a donation?

- Complete the Intent/Pre-Approval Form for Grants & Donations involving Academics and Technology. (8 page document – Contact Info, Project info, Preparation assistance needed, proposal implementation, authorizations)
- Discuss your Intent/Pre-Approval Form for Grants & Donations involving Academics and Technology with your building principal and let them know that you will be applying for a grant or a donation. Review the Intent/Pre-Approval form with them and obtain their approval (signature on 3).
- Read and acknowledge Newport Public Schools Office of Teaching & Learning Grant and Donation Procedures, part of the Intent/Pre-Approval Form for Grants & Donations involving Academics and Technology (read pages 5 – 8, sign off on page 4).
- Discuss your Principal's approved concept with the Assistant Superintendent for Teaching, Learning & Technology. Review the Intent/Pre-Approval form with the Assistant Superintendent and obtain their approval (signature on page 4).
- Write and prepare the grant documents, prepare New Grant Award Required Budget Forms (Excel spreadsheet of budget in UCOA format).
- Write brief project abstract paragraph about the project. This paragraph should briefly describe the project and the anticipated outcomes. (Include who, what, where, when, why and how).
- Await award. Upon award, schedule kick-off meeting with Assistant Superintendent, Business Office, Technology and principals.