

**Marysville School District**  
**Request to District to Apply for a Grant/Project Application**

**Step 1:**

Grantor Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Grantor Contact Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Grant/Project Title: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Grant/Project Cost: \_\_\_\_\_ **Due Date** for Grant/Project Application: \_\_\_\_\_

School(s): \_\_\_\_\_ School Year: \_\_\_\_\_

Requestor/Contact Name (Please print): \_\_\_\_\_ Email: \_\_\_\_\_@msvl.k12.wa.us  
Requestor/Contact Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal/Supervisor Name (Please print): \_\_\_\_\_ Phone: \_\_\_\_\_  
Principal/Supervisor Signature: \_\_\_\_\_

**Step 2:**

**Purpose of the Grant/Project:**

Please provide a brief summary.

Expected outcomes or results? Follow up research or work required?:

Are MSD resources required as part of this project? I.e., Staff Time, Matching Funds, In-Kind Contributions (please list):

**Step 3:**

**Marysville School District approvals:**

1. Approve [ <input type="checkbox"/> ]	Reject [ <input type="checkbox"/> ]	_____	_____
	Reason _____	Assistant Superintendent	Date _____
2. Approve [ <input type="checkbox"/> ]	Reject [ <input type="checkbox"/> ]	_____	_____
	Reason _____	Superintendent	Date _____
3. Approve [ <input type="checkbox"/> ]	Reject [ <input type="checkbox"/> ]	_____	_____
	Reason _____	Executive Director of Finance	Date _____

## Request to District to Apply for a Grant/Project Application Guidelines

The Marysville School District welcomes the opportunity for staff to participate in grant and project proposals to further the vision and mission of the district that includes both student instruction and district operations.

**Vision:** Working together to ensure each student becomes a successful and productive citizen in a diverse society.

**Mission:** Every student...100%

- Proficient in literacy and math
- Graduating on time
- Prepared for success in college, career, and responsible citizenship.

### **Forms:**

1. *Grant/Project Application*—available from the grantor organization. Grants/Projects may include mini-grants as well as competitive grants. (If the application requires the Superintendent's signature, please leave blank. If the district approves the request, the Superintendent will sign prior to material being submitted to the grantor organization.)
2. "*Request to District to Apply for Grant/Project Application*" (Form: Grant 01 available on district website). This form requires a building principal or supervisor signature.

### **Processing:**

#### 1. **District Review:**

Submit the following materials to the Assistant Superintendent for review:

- *Grant/Project Application*
- Grant/Project **Proposal**: identifying the specific needs, project outline and project budget
- "*Request to District to Apply for Grant/Project Application*" (Form: Grant 001)

Once the Assistant Superintendent/Superintendent have signed, the material will be forwarded to Finance.

##### a. **District approval:**

Finance will submit the *Grant/Project Application* to the grantor organization along with a cover letter outlining funding directions.

##### b. **District denial:**

Finance will send an email notification to the requestor.

#### 2. **Grantor approval:**

A letter of approval by the grantor and any disbursement of funds will be sent directly to Finance. Finance will generate an email notification to the requestor and pertinent district staff with funding information.

##### **Grantor denial:**

If the grant/project has been denied by the grantor organization, Finance will generate an email notification to the requestor.

3. **Board notification:** Grant/Project approvals will be submitted to the Board for public recognition and a letter generated to the grantor organization thanking them for funding.

4. **Requestor:** For continued goodwill and generosity, upon completion of descriptors of grant, the requestor will write a letter to the grantor organization outlining what the grant/project funding was used for and how it benefited the Marysville School District/students. Please be sure to send a copy of the letter to the Assistant Superintendent.