

## SCHOOL CITY OF HAMMOND'S GRANT APPLICATION GUIDELINES

The Primary Focus of grant writing is to enhance student learning and/or professional development.

Purpose of the Committee is to:

- Ensure that there is integrity between the Goals and Objectives of the grant with the District's Vision and Mission [Board Policy 6000]
- Ensure that there is integrity between the goals and objectives of the grant with the specific building's Vision and Mission.
- Ensure that there is fiscal responsibility regarding grant funds
- Ensure that the grant proposal adhere to the guidelines of the Board Policy 3275.
- Address funding opportunities outside the domain and jurisdiction of the School City of Hammond.

To achieve the purpose of the committee a Review Process for writing grants has been established. The process includes the following steps.

1. **Pre-approval** from the Board to apply for the grant. This involves submitting an abstract and budget of the grant to be applied for with signatures from the Principal and Plan Team.
2. **Building Plan Team and Principal** must endorse the plan. As part of the grant proposal, applicants need to have discussions with any of the following **departments** if it involves that area:
  - Curriculum – curriculum & instruction, restructuring, professional development
  - Title I – use of Title I resources
  - Business [Must] budgetary items, crafts union [wiring for technology], etc.
  - Partnership – partnership
  - Special Education – needs of special education students
  - Technology – ordering any hardware or software
  - Adult Education – adult literacy, etc.
  - Other Personnel
  -
4. After working with appropriate departments, signature must be secured which will be attached to the grant proposal to be submitted to one of the following personnel:
  - Director of Elementary – Building Initiatives
  - Director of Secondary Education – Building Initiatives
  - Chief Administrator of Academic Services
  -
5. The final grant application will be submitted to the granting organization by the Building Principal or the appropriate Director Programs [i.e. Title I Director for Title I supplemental. Grants, Director of Adult Education for Adult Programs etc.]
6. If funded, acceptance is approved by Board Action.

## CHECKLIST:

The committee's goal is to ensure that your grant proposal meets all of the criteria established by the grant review process. Any proposal not meeting these guidelines will be returned for further development in the designated class.

[ ] Board Approval To Apply {date}: \_\_\_\_\_

[ ] Plan Team Endorsement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ ] Appropriate Departmental Signature:

Academic Services: \_\_\_\_\_

Adult Education: \_\_\_\_\_

Bilingual: \_\_\_\_\_

Business Office: \_\_\_\_\_

Elementary Curriculum: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Partnerships: \_\_\_\_\_

Secondary Curriculum: \_\_\_\_\_

Special Education: \_\_\_\_\_

Technology: \_\_\_\_\_

Title I: \_\_\_\_\_

Warehouse/Maintenance: \_\_\_\_\_