

GRANT WRITING CHECKLIST

- 1. This grant supports/dovetails the following goals in the District Strategic Plan:

- 2. The grant has been shared with the building principal and any implications to the building and the district have been discussed. _____ *Building Principal initial*
- 3. A copy of the grant, application, financial language, cover letter, etc. has been shared with the Executive Director for Finance and the Executive Director for Curriculum, Instruction, and Assessment, and if technology is involved, with the Director of Technology.
_____ *Exec. Dir. Finance initial* _____ *Exec. Dir. Curriculum/Instruction/Assessment initial* _____ *Dir. Technology initial*
- 4. All staff salary benefits (FICA, PERSI) have been budgeted from within the grant and do not rely on unbudgeted district funds.
- 5. The grant does not commit the district to any undisclosed obligations.
- 6. Careful research has been done to assure there is no long-term financial obligation to the District beyond the life of the grant.
- 7. All matching funds reported in the grant and the source of those matching funds are identified as whether they are actual dollars coming from the district budget or in-kind contributions.
- 8. Any technology purchases or awards must be approved prior to submittal of grant.
- 9. Any changes in the scope of the grant or a departure from the financial allocation plan occur only upon the written permission of the grantor.
- 10. The grant applicant understands that he/she may be asked to prepare and present an annual status report or final evaluation at a designated board meeting.
- 11. If the grant contains any possible controversial items, those concerns have been addressed with the Superintendent.
- 12. If real or perceived conflicts of interest could possibly arise, those items have been brought to the Superintendent's attention.

Grant Applicant Signature: _____ Date: _____

Superintendent/Designee Signature: _____ Date: _____

Grant Submission Approval: YES NO