

Washington South Supervisory Union
Northfield and Roxbury School Districts

Grant Application Procedures

It is prudent to pursue grant sources to enhance the education programs and opportunities that we offer our students. However, it is also essential that the building administration, the Business Manager and the Superintendent be aware and approve of the commitments being requested, both fiscal and programmatic.

It is anticipated that grant resources benefit our students, programs and teachers. Their involvement and commitment is essential to help ensure that the objectives of grants are successfully implemented.

When applying for grant funding, please adhere to the following procedures:

- 1) Schedule a time to meet with your administrator to discuss the purpose of the grant and how it interfaces with school or SU initiatives.
- 2) Include at least one other person in the grant writing process.
- 3) Ensure that all writing components are met and editing is complete.
- 4) Submit the following to your building administrator for review and signature at least one (1) week prior to the deadline:
 - Grant criteria
 - Grant proposal
 - Budget
 - Grant application cover sheet
- 5) Principal signs and submits to Supervisory Union two (2) days prior to grant deadline.
- 6) The grant may be submitted after final approval by the Superintendent is received.

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Grant Application Cover Sheet

Contact Person: _____ Date: _____

Purpose/Type of Grant: _____

Amount of Grant Request: _____

Any matching funds required? ___ Yes ___ No How much? _____

Where are the matching funds being allocated from? _____

Are there any stipulations beyond financial allocations? _____

If so, please list the stipulations: _____

Deadline for submitting the application: _____

Grant notification date: _____

Grant Period: _____ to _____

Signature of Building Principal

Date

Signature of Superintendent

Date

*Attach a copy of the grant and budget information