School District of Lancaster

Grant Approval Process Overview

Timeline

In order to successfully receive district approval for and submit a grant application on time, it is recommended that program manager(s) start this process <u>before</u> the Request for Application/Proposals is announced. A high-quality grant application can take up to 2-3 months to develop.

Pre-Planning Phase

To start the grant development process, the program manager should:

- Complete the tasks in the "pre-planning" section of the grant development and administration team roles document, including:
  - Seeking approval from supervisor for initial grant development
- [Complete the grant approval form](), with as much information on the funding opportunity as possible, including:
  - Grant name
  - Total amount of request
  - Grant start and end dates
  - District role (Fiscal agent, subrecipient, official partner w/o exchange of funds)
  - Grant application due date
  - Budget detail - How funds will be spent
  - Sustainability plan - How project will be sustained after grant ends
  - Department or building

Initial Approval

At this point, the Administrative Assistant to the Director of Finance will:

- Review the request and send it to the Director of Finance for initial district approval to complete the grant application
- Inform the program manager of approval or denial or coordinate a request for additional information

Proposal Development

Once the Director Finance provides initial approval, the Director of Finance, Administrative Assistant to the Director of Finance, and program manager will:

- Complete the tasks in the "proposal development and submission" section of the grant development and administration team roles document

Final Approval & Submission

At least one (1) week prior to the grant deadline, the program manager will:

- o If the application is a Word document or PDF:
    - Send the completed grant application to the Administrative Assistant to the Director of Finance for final review, approval, and submission
- o If the application is in eGrants or another web portal:
    - Send an email notification to the Administrative Assistant to the Director of Finance that the application is in eGrants and is ready for final review, approval, and submission

By the deadline, the Administrative Assistant to the Director of Finance will:

- o If the application is a Word document or PDF:
    - Review the completed grant application and receive final approval to submit via email
- o If the application is in eGrants or another web portal:
    - Review the completed grant application and receive final approval to submit - If via eGrants, the Director of Finance will be tasked to sign and submit

Award Phase

If the grant is awarded, the Director of Finance, Administrative Assistant to the Director of Finance, and program manager will:

- Complete the tasks in the "post-submission/award" section of the grant development and administration team roles document

Definitions

Definition of Success | A written document outlining the goal, objectives, and key results for a program.

Program Manager | A program manager is someone who is responsible for implementing a program or project that is being funded with grant dollars. For smaller private grants, this may be a staff member at the school level. For larger state and federal grants, this is usually a central office coordinator.

Supervisor | A supervisor is a leader/manager who supervises the program manager. This person is usually, but not always, a Principal or department head.

For more information on team roles related to grant development and administration, please review the Grant Development & Administration Team Roles chart.