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# GRANT CONSIDERATION PROCESS (LNT-P011)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This outlines the process for grant application consideration for grants not currently in Wenatchee School District.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Director of State and Federal Programs

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of State and Federal Programs

## 4.0 DEFINITIONS:

- 4.1 Cabinet Representative — Assistant Superintendent of Operations, Chief Fiscal Officer, Assistant Superintendent of Learning & Teaching
- 4.2 Form G1 – Initial Grant Application
- 4.3 Form G2 – Mid Point Grant Application
- 4.4 Form G3 – Final Grant Application

## 5.0 PROCEDURE:

- 5.1 The individual or group considering the grant must complete the *Initial Grant Application (Form G1)* and submit to the Director of State and Federal Programs.
- 5.2 Director of State and Federal Programs, Cabinet Representatives and Director of Accounting will review the *Initial Grant Application*. The Director of State and Federal Programs will make a formal response to submitter.
  - 5.2.1 If the *Initial Grant Application* is approved, the individual or group can proceed exploring the grant and gathering information for the next application step.
  - 5.2.2 If the *Initial Grant Application* highlights concerns, the *Initial Grant Application* is returned to the submitter for modifications or to abandon.
- 5.3 Once the *Initial Grant Application* has been approved, the *Mid Point Grant Application (Form G2)* needs to be completed detailing the strategic plan and district impact needs. A copy of the grant and *Mid Point Grant Application* needs to be submitted to the Director of State and Federal Programs.
  - 5.3.1 The *Mid Point Grant Application* is reviewed by the Director of State and Federal Programs and Cabinet Representatives. The Grant Submitter may be invited to provide additional *Mid Point Grant Application* information/clarification.
  - 5.3.2 If the Mid Point Grant application is approved, the individual or group can proceed writing the full grant.
  - 5.3.3 If the *Mid Point Grant Application* highlights concerns, the *Mid Point Grant Application* is returned to the submitter for modifications or to abandon.

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5.4 Once the grant has been written, the individual or group submits the *Final Grant Application (Form G3)* and copy of the written grant to the Director of State and Federal Programs.

5.4.1 The *Final Grant Application* is reviewed by Director of State and Federal Programs and Cabinet Representatives.

5.4.2 If the *Final Grant Application* is approved, grant application is completed by the submitter.

5.4.3 If grant is awarded, Director of State and Federal Programs must be notified within one week.

5.5 Grant Implementation Requirements must be followed; including fiscal set up with Director of Accounting.

5.6 Evidence of Grant Success submitted to Director of State and Federal Programs.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Discretionary Policy

6.2 Form G1 – Initial Grant Application

6.3 Form G2 – Mid Point Grant Application

6.4 Form G3 – Final Grant Application

6.5 Grant Implementation Guidelines

6.6 Evidence of Grant Success

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Grant Approval Forms	Special Programs	3 years following approval	Discard as desired	Electronic Back up on Server

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-June-10	A	Original Release

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**Exhibit "A"**

