

# GRANT AND GIFT APPLICATION CHECKLIST

APPLICANT'S NAME:

DATE:

GRANT/GIFT APPLYING FOR:

AMOUNT:

## STEP 1 OBTAIN APPLICATION APPROVAL FROM SUPERVISOR

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STEP 2 APPLICANT COMPLETES APPLICATION DRAFT

## STEP 3 SUBMIT APPLICATION DRAFT TO PRINCIPAL AND OBTAIN APPROVAL:

SUPERVISOR (Must communicate with departments as necessary and complete the following checklist):

- Technology (technology compatibility, software, etc.)
- Curriculum/Instruction (alignment)
- Financial (match requirements, financial information etc.)

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STEP 4 SUBMIT COMPLETED APPLICATION TO ORGANIZATION

## STEP 5 NOTIFY OF AWARDED GIFT/GRANT

- DISTRICT ADMINISTRATOR
- SUPERVISOR
- DIRECTOR OF TECHNOLOGY (technology purchases)
- DIRECTOR OF CURRICULUM (curriculum/instructional alignment)

## STEP 6 SEND THIS COMPLETED FORM TO DIRECTOR OF BUSINESS SERVICES

DIRECTOR OF BUSINESS SERVICES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_