PCS SPECIAL PROJECTS

Grant Approval Process

Updated 7/1/2024

1 Request For Application (RFA) or Need for Amendment Shared with Applicant

2 Applicant Notifies Special Projects & Division Chief Immediately

- SP Will Create/Share Timeline and All Templates w/Applicant
- Applicant Sends Email with all RFA details & intent to SP/Chief ASAP

3 Applicant Brainstorms & Gathers Ideas, Creates Prelim Budget

- Complete Proposal Template
- Use SP Tools for Budget

4 Prelim Approval Supervisor/ Division Chief

- Get Proposal Signed

5 ELT 1 Pager, Discussion & Action Steps

- Complete ELT Template
- Submit to Special Projects
- SP Submits ELT Template
- SP Attends ELT
- Division Chief Shares Feedback & Action Steps

**Step 5 can happen multiple times depending on feedback*

6 School Board Approval

Before Applying* >$250K or not a pre-authorized amendment

- Complete Board Template
- Submit to Special Projects
- SP Uploads to Board Docs
- SP Attends Agenda Prep
- SP Makes Final Edits
- Agenda Item Goes to School Board for Approval

**Should occur prior to applying whenever possible*
***Grants under $250K go to Step 7*

7 Final Review for Applications or Amendments & Superintendent Signature

- Submit Final Docs to Special Projects
- SP Submits to Budget for final review
- SP Submits to AAR for process review
- SP Submits to Area Supt/Division Chief
- SP Submits to S & I
- S & I Submits to Hendrick for Final Superintendent Signature

8 Grant Submission

- Upload Confirmation and Package Emailed to Applicant and Chief
- Grant Award Prep Process Begins