

GRANTS FROM PRIVATE SOURCES
REVIEW OF DISCRETIONARY GRANTS/ WRITING/SUBMISSION

CDC
(REGULATION)

GRANT REVIEW

Prior to initiating the actual writing of a discretionary grant, there will be a meeting to discuss the grant with a District Grant Writer and other appropriate personnel, as necessary.

Before submission of the completed grant packet to the Superintendent's office for signature, proof must be provided that the grant was reviewed. The following individuals will review each grant packet including the Grant Review Form:

- A District Grant Writer
- Chief Financial Officer
- Supervisor of Department/Campus Submitting Grant

The enclosed form, complete with campus approval signature, must accompany all completed grant applications submitted to the Office of the Superintendent for signature. Electronic applications must be downloaded, completed and attached to the enclosed form. A minimum of three (3) days advance notice for the Superintendent's review and signature is required. Then the grant must be delivered to the District Grant Writer at the District Service Center. Personal delivery of the grant packet is recommended. Grant applicants will be notified of the date when the grant packet will be presented to the SISD Board of Trustees.

Upon notification that discretionary grants are awarded, there will be a meeting of grant recipients, the SISD Grant Writer, and representatives of Financial Services to discuss and evaluate budget implications, supplanting issues, and possible transfer of funds which can relieve general fund obligations. This is to insure that program activities will enhance overall District goals, and duplication of efforts will not occur.