



## Colton School District Grant Application Authorization Form

### Guidelines:

- Complete and submit this form to the District Office at least **10 business** days prior to submission deadline.
- Submit to Principal for approval prior to submission to the District Office.
- When complete and ready for submission, please attach the Grant to this form and submit to the Superintendent for approval.

<b>Applicant Information</b>		Date of Request: _____
Grant Writer: _____	Position: _____	
Email: _____	Phone: (503) 824 - _____	
School: _____	Grade: _____	Subject: _____
Building Administrator: _____		
Title of Grant: _____	Project Name: _____	
Submission Deadline Date: _____	Grant Amount Requested: _____	

<b>Funding Source Information</b>	
Grantor/Organization: _____	Phone: _____
E-Mail: _____	
Website: _____	

<b>Brief Summary of Grant:</b>          
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### Signatures & Approvals

\_\_\_\_\_  
**Grant Writer**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Business Manager**



## Colton School District Grant Procedure

TITLE: Grant Management

GENERAL DESCRIPTION: This procedure applies to the application, approval, and management of all grant funds. It ensures proper accounting and use of grant funds.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: DD

### PROCEDURAL STEPS:

- I. The grant applicant will complete a Grant Application Authorization form to the Superintendent for approval prior to submitting application to funding agency.
- II. Copies of the approved Grant Application form, signed by the Superintendent, will be returned to the applicant and Business Manager.
- III. The applicant will submit to the granting agency the required documents and forward a copy of all documents to the Business Manager.
- IV. If the application is approved by the granting agency, the applicant will provide the Business Manager with the signed award letter, approved budget, and other supporting documentation.
- V. The Business Manager will enter the budget in the District financial system and provide the grant applicant with account summary and budget for processing expenditures.
- VI. Monthly financial statements will be distributed to the grant applicant and Superintendent.
- VII. All grant agency reports are the responsibility of the grant applicant, including the request for approval to carry over funds beyond the original grant period.
- VIII. The Superintendent and grant applicant, if required, will meet to review and discuss grant status.