

Santee School District: Grant Application Checklist

Date	School/Department	Responsible Staff Member	Grantor (Entity Providing Grant)	Grant Title	Deadline for Application	Total Grant Amount

<u>Category</u>	<u>Factor</u>	<u>Question</u>	<u>Response</u>
FISCAL	Budget Impact	If multiple year grant, how much is to be distributed each year?	
		When will the grant start and when will it end?	
		When must the grant funds be fully expended?	
		What percentage of the total grant amount will be used to pay for existing expenditures already budgeted or planned for, if any?	
		What percentage of the total grant amount will be used to pay for new expenditures not previously budgeted or planned for? What change in services will be necessary for the expenditures?	
		Will the grant require hiring additional staff? Describe the staffing requirements.	
		How much of the grant budget is paying for on-going expenditures (those that will continue over more than 1 year)?	
		What is the amount/percentage of matching funds or in-kind services that must be provided by the District, if any?	
		What is the amount/percentage of matching funds or in-kind services that will require new expenditures not previously budgeted or planned for? Describe.	
		Are there requirements or expectations for the school or District to continue the services, program, or project paid for by the grant after the grant expires? If so, describe and quantify the potential costs to be continued past the grant period.	

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	Indirect Costs	Does the grant allow indirect costs to be charged? If so, at what rate?	
	Cash Flow	How are grant funds paid to the school or District: up-front, pre-determined apportionment schedule, reimbursement for costs incurred, other method (describe)?	
	Structure	Is the school or District planning to apply as a single applicant or combined with other entities in a consortium type arrangement?	
	Fiscal Oversight	If multiple entities are applying together, will the District be the fiscal agent responsible for distributing funds and obtaining necessary expenditure reports from other entities? Describe the duties and requirements of the fiscal agent and benefits derived by the District.	
ADMINISTRATION	Program Oversight	If multiple entities are applying together, will the District be responsible for overseeing program implementation and obtaining reports from other entities? Describe the duties and requirements of the program agent and benefits derived by the District.	
	Expenditure Reports	What are the types, frequency, depth, and content of expenditure reports required to be submitted?	
	Program Reports	What are the types, frequency, depth, and content of program reports required to be submitted?	
	Purpose of Grant Funds	What are the grant funds to be used for? Describe the services, project, additional staff, and/or program(s) to be provided by the grant funds.	
PROGRAM IMPLEMENTATION AND MONITORING	Vision and Goal Alignment	How will the grant align with the District's or school's vision and goals?	
	Interest	What efforts have been made to inform the recipient schools and groups of the grant and services or goods to be provided and what is their level of interest and enthusiasm?	

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	Outcomes	What are the outcomes or results expected by the grantor and/or District?	
	Program Evaluation	How will the program, project or services be evaluated for implementation and effectiveness by the grantor and/or District?	
	Other Impacts and Benefits	What other impacts to the District's operations and programs are probable and what other benefits will be derived by the District?	

<u>Executive Council Member Approval</u>	<u>Approval Date</u>	<u>Board Authorization Date</u>

INSTRUCTIONS:

- 1) Complete the Grant Application Checklist and Checklist for Donations, Gifts, Grants, and Bequests (Board Policy 3290 Exhibit) and submit both to Business Services prior to submitting application. Enter N/A for any questions that are not applicable.
- 2) Grants of \$10,000 or more require Board authorization prior to submission. Allow at least 3 weeks to complete this process.
- 3) Do not apply until approval is received from Executive Council.
- 4) Grants received with a value over \$50 must be accepted by the Board prior to expenditure/use.