

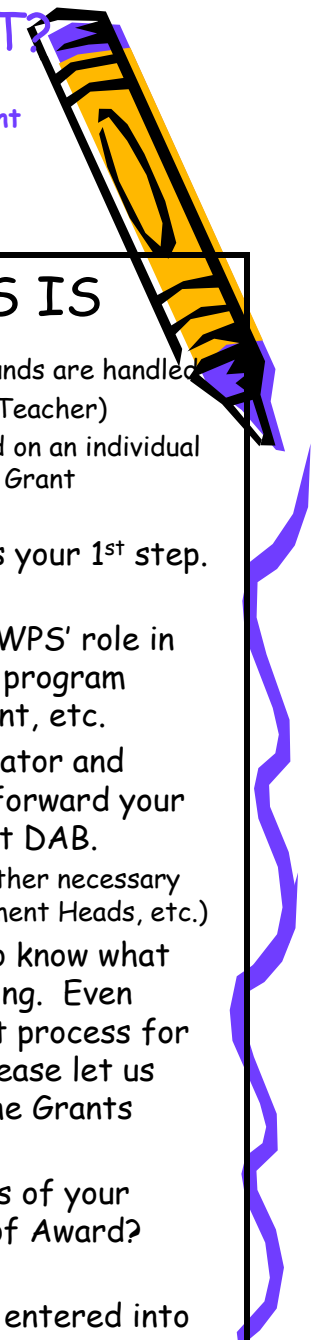


ARE YOU INTERESTED IN APPLYING FOR A GRANT?

FOLLOW THESE GUIDELINES WHEN APPLYING FOR ANY AND ALL GRANTS

Please Note: It is advised that you obtain approval from your immediate supervisor and/or quadrant manager before proceeding with your application.

For Grant Development Forms/Opportunities/Announcements: <http://cfo-intranet.intranet.worcesterschools.org> (Intranet Depts/Chief Financial/Grants+Title I folder)



Follow this procedure IF - WPS IS the Fiscal Agent (funds are handled thru WPS-DAB)

1. Completing a Grant Development Form is your 1st step. (see link above to download form)
2. A meeting will be scheduled to discuss moving forward with your grant.
3. Working together to submit your grant thru our Office is your next step.
4. Submission -due to Grants Office 2 weeks prior to original due date so that we can obtain final approval and prepare for submission.
5. Upon submission of your grant, you will receive a final copy of the grant proposal.
6. Award notification - you will be notified thru the Grants Office on all aspects of your grant (amt,acct#,acct clerk).
7. If awarded, a post award meeting will be scheduled to discuss roles and responsibilities of your grant (such as implementation, budget, reporting requirements, workshops, etc).
8. Any and all information pertaining to your grant will be kept in the Grants Office for your access.

Follow this procedure if WPS IS NOT the Fiscal Agent (funds are handled directly thru the School, Partner, or Individual Teacher)

- Please note: Grant requests over \$1,000 will be reviewed on an individual basis and may be considered a "Category 1" (see Grant Development Form).
1. Completing a Grant Development Form is your 1st step. (see link above to download form)
 2. Provide back up with this form showing WPS' role in the proposal, such as program abstract, program narrative, copy of contracts or agreement, etc.
 3. Signatures required by Program Coordinator and immediate supervisor (Principal). Then forward your form and backup to the Grants Office at DAB. Attention: Debbie Manna. (we will obtain other necessary signatures such as Quadrant Managers, Department Heads, etc.)
 4. It is important for the Grants Office to know what types of grants WPS schools are receiving. Even though we may not be handling the grant process for you, we are here to provide support. Please let us know if you need assistance by calling the Grants Office at ext.3012 with any questions.
 5. Keep Grants Office up-to-date on status of your proposal - Were you awarded? Amount of Award? Reporting Requirements? Etc.
 6. Information on your grant submission is entered into the Grants Database for future reference.