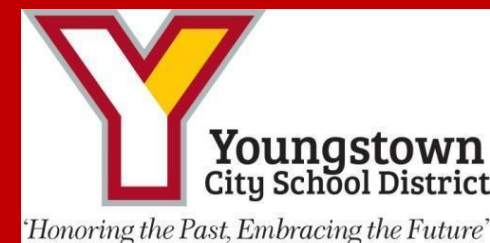


# OFFICE OF GRANTS DEVELOPMENT

## Protocol for Applying for a Grant

### School-Level



Grant Idea/Proposal Identified:  
Discuss Request for Proposal (RFP) with Principal, Supervisor or Department

Complete **Intent to Apply** Form  
School submits to Grants Office review feasibility and submit to Superintendent/Cabinet with summary of proposal.

Superintendent/Cabinet reviews for alignment to YCSD goals and respond with their level of interest, ideas, and capacity of district.

**GRANT IS NOT APPROVED**  
\*RFP does not meet criteria for district to apply.  
\*School is notified.

School completes **Grant Planning Worksheet** and **Intent to Apply Form** to provide additional information about grant

Use **YCSD Grant Criteria** to help inform decision to apply.

If applicable, any quotes/RFPs for contracted services are released, awarded memoranda of understanding (MOU) may be signed conditional of district's award. (Approved by Superintendent)

School team/teachers writes grant and involves, as appropriate:  
Colleagues  
Departments (e.g. Academics, Safety, Tech)  
Community Partners  
Human Capital  
Grants Development Office

\*If RFP meets YCSD criteria, school/teachers may proceed with writing of grant.

Finalize grant and budget.  
Submit grant for Review and Final approval by:  
Principal  
Grants Development Office, Cabinet and/or the Superintendent, as appropriate

**Submit grant to funder**  
Copy of grant and funding source guidelines to Grants Development Office within five days of Grants submission.

\*Federal Grants and grants requiring "Authorized" signature must be approved by the Treasurer and Superintendent.

\*\*All federal grants and some state grants must be submitted online through the State and Federal Programs office, which is an authorized only portal.