

Kyrene Elementary School District - Grant Application

Procedure for Submitting a Grant Application or Other Non-Monetary Donation from a Third Party (i.e. Donor's Choose)

The following procedures must be completed before a third party monetary or non-monetary request is submitted to the third party:

1. Obtain approval from your School/Department Administrator to:
 - Discuss details of grant application, including expectations of the administrator.
 - Establish proposal goals and parameters to support improvement of student learning.
 - Determine amount of funding support to include indirect and ongoing costs from school/department budgets.
 - Ensure alignment to approved curriculum or Strategic Plan, if appropriate.
 - School/Department administrator signature of approval on application.
2. Consult with Business Services to:
 - Determine any indirect costs through Director of Business Services, if necessary.
 - Obtain signature approval from the Director of Business Services if the amount exceeds \$2,500.
3. Consult with the Director of Information Technology, if appropriate, to determine the impact of grant application in terms of (skip this step if no technology is included):
 - Feasibility of compatibility, network access and cost/funding approval to support grant equipment.
 - Funding source/approval for increased technical support, maintenance, ongoing software licenses and supplies.
 - Obtain signature approval from the Director of Information Technology.
4. Submit all pages of your completed application to the Executive Director of School Effectiveness to ensure alignment of grant-funded projects with the Kyrene Strategic Plan.
 - Funding source/approval for supplemental curriculum to the Kyrene academic program.
 - Funding source/approval for planned student assessments and/or means for evaluation of program effectiveness.
 - Ensure alignment to approve curriculum or Strategic Plan.
 - Obtain signature approval from the Executive Director of School Effectiveness.
5. Make a copy of the application for your records prior to submitting to Third Party.
6. **Important information:**
 - All goods and services obtained remain at the school and become Kyrene property.
 - All grant reporting is the responsibility of the individual and school approved for the grant.
 - Employee agrees to report the donated item on a Kyrene governing board Gifts and Donations Form once received.
 - All grants, donations and non-monetary donations obtained outside of this or other approved Kyrene processes may subject the employee to any personal federal or state tax issues.

Kyrene Third Party Monetary and Non-Monetary Grant Application

1. Name of Third Party: _____

2. Contact Information of Third Party: _____

3. Title of proposed project: _____

4. Description of Project/Grant Request, including any resources needed from school or Kyrene:

5. How will you measure and report the success of your grant-funded project?

6. Describe in detail what resources are being requested. Include cost per item and quantity.

7. Describe resources needed to support or maintain the project after conclusion of donation.

By signing, employee agrees to complete any reporting requirements of the donation, and agrees that all resources become the property of the school and Kyrene School District. Additionally, employee will complete the Gifts and Donations Form for governing board approval once goods or services are received.

Employee Name and Signature: _____

School/Dept: _____ Date: _____

Principal/Director Signature: _____ Date: _____

Director of Business Services Signature: _____ Date: _____

Director of IT Signature: _____ Date: _____

Exec Dir of SE Signature: _____ Date: _____