

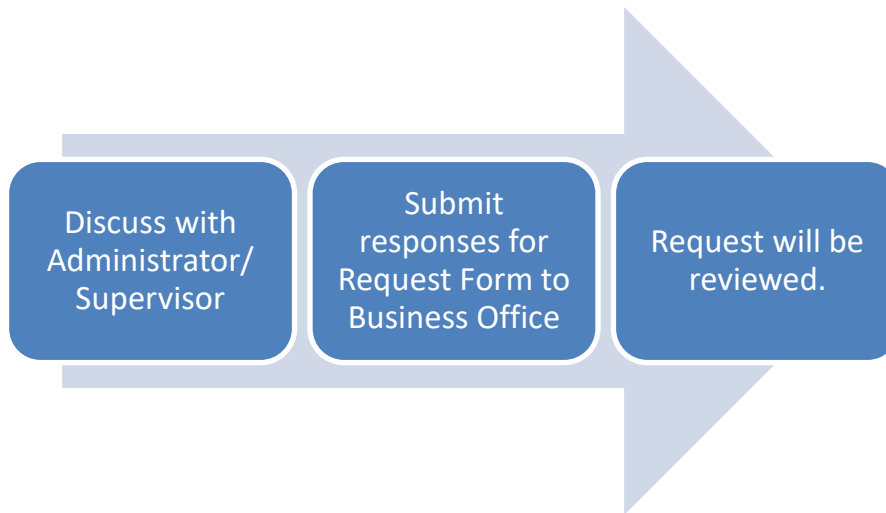
ABERDEEN SCHOOL DISTRICT DONATION/GRANT REQUEST GUIDANCE

1. How does this align with the District goals and mission?
2. How much staff time will this require?
 - a. Are other departments impacted (Technology, Maintenance, etc)?
3. Is there an ongoing cost commitment beyond the grant amount or grant period?
 - a. Does this require the District to provide a matching contribution?
4. What are the requirements for reporting the outcome of the grant? Is there an end of year report?
How will you complete this information? What records need to be kept?
5. Discuss with your Administrator/Supervisor. Do they support this project?

Note: All materials purchased with Grant funds become property of Aberdeen School District.

Organizations that ask for donations to support your request (i.e. GoFundMe) are not district approved "Grant" options.

Remember that all monies received become public funds and must comply with District policies and procedures.



Once the Business Office has had the opportunity to meet with your Administrator/Supervisor and discuss the grant request that you have submitted, you will be notified if your request was approved or denied by the Business Office. Please see District Policy/Procedure 6102 for additional guidance.

If your project has been approved, please include the following information in the grant packet and submit to the Business Office for final signatures before sending application:

- Grant request form
- One copy of the grant application

Electronic Submissions

If the grant must be submitted on-line, print a hard copy and follow the process outlined above. Wait for approval notification from the Business Office prior to electronically submitting the grant.

	Role	Signature	Date
1.	Principal/ Program Administrator		
2.	Finance Director		
3.	<i>Technology Supervisor (if applicable)</i>		
4.	<i>Maintenance Supervisor (if applicable)</i>		

**ABERDEEN SCHOOL DISTRICT
DONATION/GRANT REQUEST FORM**

Employee Name: _____ Date of request: _____

Request is to apply for (please circle): Grant Donation

Organization/Source you are applying to: _____

Is the source (please circle/explain):
Private (Foundation) State Federal Other _____

Title of the Grant/Donation: _____

Amount requested: \$ _____ Due date of application: _____

Please attach additional sheets of paper as needed to give more information.

What are you applying for? _____

1) How does this align with the District goals and mission? _____

2) Is there a commitment of staff time that will be required for this award? How would other departments be impacted?

3) Are there any matching funds or long-term financial commitments with this award? _____

4) Are there reporting requirements? Does data need to be collected? What records will need to be kept for audit? Is there an end-of-year report? Who/How will this be completed this? _____

5) Do you have Site/Program Administrator support? _____