

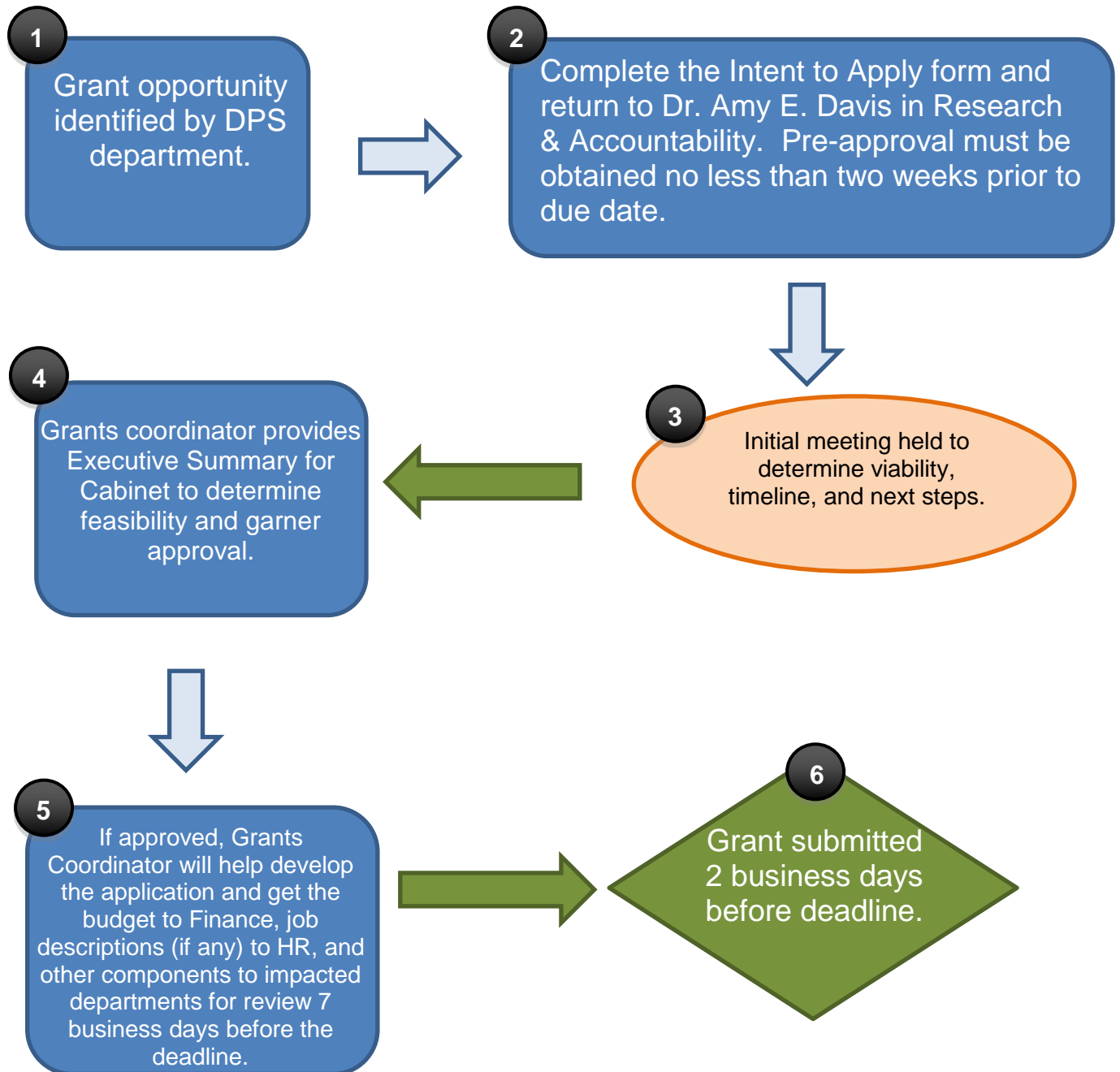
2018-19 DPS INTERNAL GRANT PROCESS AND FORMS

Office of Research and Accountability



DPS Internal Grant Process Map 2017-18 for Grants over \$10,000

(Please refer to Letter of Support Process for Partnership Grants)



Intent to Apply for Grant Funding over \$10,000

The Office of Research and Accountability must be notified of all grants and outside funding for amounts over \$10,000. Completed proposals must be submitted for approval to Amy Davis, Coordinator of Grants and Research, prior to submission to the funding agency.

The approval process begins by completing the form below and sending it to Amy Davis via email at amy.davis3@dpsnc.net or through courier (Fuller Building). The completed intent form must be signed by the principal or appropriate director/senior staff member.

The form should be submitted to the Coordinator of Grants at least two weeks prior to the actual application submission date. You will be contacted once your proposal has been approved. The Research and Accountability office is here to provide support in the application process.

School or Department Name:	
Grant Writer(s)/Submitter(s):	
Contact Information: (phone and/or email)	
Grant/Project Title:	
Application Deadline	
Funding Agency Address Phone Website Address	
Organization Primary Contact(s):	
Grant Focus and Proposal Summary:	
Grant Purpose:	
Amount Requesting	
Estimated Project Budget (overall)	
Grant Duration: Renewable Grant? How long?	
DPS Budget Implications/Costs: (what costs involved to the district?)	
Target Population and approximate number served by the grant	
How does this align with the Superintendent's goals?	
List any programs, educational models, software, or curriculums to be purchased with grant funds.	
Will funds be used at a single site, multiple sites, or district-wide? List sites if more than one.	



Will you need to hire personnel?	
Will you need transportation?	
Will you be using technology or software?	
Will there be a decrease in funding in subsequent years if a multi-year grant? If so, how much? How will funding be supplemented when funding decreases?	
Sustainability of the project after the grant ends	
How will progress be monitored and evaluated?	
What are the indirect costs with the grant? (Space, utilities, etc.)	
Research and Data Needs: (what data will you need to show effectiveness?)	
Will any professional development be included	
Potential Benefits to the School/District	
Potential Risks to the School/District	