

GRANT APPLICATION PREPARATION CHECKLIST

GRANT REQUIREMENTS

- Thoroughly review the SEF application guidelines - SEF works closely with the Summit Board of Education and grants must be consistent with their objectives.
- All grant applications must be approved by your building Principal.
 - *TIP: Be prepared to show the grant purpose and how it supports district goals, an implementation plan, district-approved vendor and cost details.*
 - *NOTE: Your Principal will also review your proposal with the Director of Curriculum + Instruction, and / or the Business Office for final recommendation.*
 - *NOTE: **For furniture grants**, your Principal will also discuss your proposal with Joseph Cordero for final recommendation.*
 - *NOTE: **If a grant has a technology component**, your Principal will also discuss your proposal with Doug Orr, District Technology Director for final recommendation.*
 - *NOTE: **For grants that affect facilities**, your Principal will also discuss your proposal with Michael Martino, District Building & Grounds Director for final recommendation.*
- At the elementary level, author visit grants must come from the librarian and involve two or more schools.

PRICING REQUIREMENTS:

- All grant applications must include an itemized quote from a district-approved vendor
 - *Contact your building secretary for a list of district approved vendors*
 - ***NOTE: Per updated district guidelines, if any item within a grant application exceeds \$6600, obtain (3) itemized quotes when possible to ensure best pricing***
 - *Include the quote(s) in pdf form on your application AND the item detail for the preferred vendor*
 - *TIP: Searching for pricing on website / shopping cart does not provide precise pricing*
- Include all shipping and handling costs in your quote
- Do *not* include tax costs on your quote (the district is tax exempt).
- When possible, lock-in pricing for 90 days to account for grant application and approval process timing.
 - *TIP: Notify vendors that the earliest purchases will be made 3 months from the time of the quote in order to maximize the price lock.*

NOTE: Amazon orders MUST have prior approval from the Business Office.