

Grant Application Procedures

Employees seeking to apply for a grant involving the district shall obtain the approval of their supervisor, the superintendent and the treasurer/CFO prior to completing an application. The employee shall provide documentation on the terms of the grant, explain the purpose of applying for the grant and how the funds will be spent, if awarded. Once approval by all required parties is obtained, the employee may complete the application and shall submit a copy of the application to the treasurer/CFO. If the grant is awarded, the treasurer/CFO will submit it to the board for approval.

Federal and state grants included in the CCIP program under the Ohio Department of Education shall be completed by superintendent-assigned personnel. Other grant applications may also be specifically assigned by the superintendent.

All grants must follow the grant terms and district policies and procedures.