

Grant Process Flow Chart

The Division of Partnerships, Development, & Marketing (PDM) tracks two different types of grant proposals: **School-Based Grants** and **Central Office Grants**. Once you have identified a funding source, consider the following questions to determine which type of grant you will be submitting, the procedures associated with that type of grant, and the division or responsibility between the grant developers and Division of PDM.

- Is the grant funded by a governmental agency (federal, state, local)?
- Does the funder require signatures from the Superintendent or other authorized representative of the school system?
- If awarded, will the overall grant project be organized or managed by AACPS central office staff?
- Does the proposed grant project involve more than one school?
- Is an in-kind or cash match from the school system required?
- Will the grant project require any on-going financial sustainability after the grant ends?
- Does the proposed grant project involve any of the following expenses:
 - Stipends for salaries, substitutes, or additional staff?
 - Computers or other large technology hardware or software?
 - Modification or renovation of property?
 - Transportation for students?
- Are you requesting \$10,000 or more?

If **NO** to
all of the
above

School-Based Grant

Discuss funding opportunity with Principal.

Receive approval from Regional Assistant Superintendent.

Submit completed Intent to Apply form to the Division of PDM before the grant deadline.

Work with your school-based team to complete the grant application, budget, and narrative. *Contact the Division of PDM for support, templates, grant resources.*

Submit the grant.

Notify the Division of PDM when the grant is awarded or denied.

If **YES** to
any of
the above

Central Office Grant

Discuss funding opportunity with Supervisor and Content Area/Office/Division.

Receive approval from Director and/or Assistant Superintendent.

Submit completed Intent to Apply form with copy of RFP to the Division of PDM at least 10 days before grant deadline.

Work with your grant development team to complete a draft of the grant application, budget, and narrative. *Contact the Division of PDM for support, templates and grant resources.*

Submit final grant to the Division of PDM for review at least 5 working days before the grant deadline. The Division of PDM will review the narrative and budget and receive approval from:

- Accounting & Budget
- Assistant Superintendent or Executive Director
- Deputy Superintendent or Chief Operating Officer
- Superintendent

The Division of PDM will submit the grant.

Notify the Division of PDM when the grant is awarded or denied.

School-Based Grants: Division of Responsibilities

| | School-Based Grant Development Team | Division of PDM |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1: Locate Funding Source | <ul style="list-style-type: none"> • Discuss project with Principal to determine if it aligns with school/AACPS priorities. • Review funding resources posted online by the Division of PDM. • Conduct independent research on funding opportunities. | <ul style="list-style-type: none"> • Research opportunities from local, state, and national funding sources. • Share relevant opportunities with program leads. • Post ongoing opportunities on PDM Intranet page. |
| Step 2: Submit Intent to Apply | <ul style="list-style-type: none"> • Complete Intent to Apply form, including all required signatures from the Principal and Regional Assistant Superintendent. • Submit form to the Division of PDM before grant deadline. | <ul style="list-style-type: none"> • Review submitted <i>Intent to Apply</i> form and create a file to track grant. |
| Step 3: Develop Grant Proposal | <ul style="list-style-type: none"> • Carefully review RFP and create an internal checklist of grant requirements. • Complete all required pieces of the narrative, budget, and attachments. • Gather data and letters of commitment as required by the funders. • If necessary, reach out to the Division of PDM for support and guidance. | <ul style="list-style-type: none"> • Provide grant manuals, templates, and narrative samples to assist with grant writing process. • If requested, review drafts of the grant proposal and offer one-on-one editing support and guidance. |
| Step 4: Finalize Proposal | <ul style="list-style-type: none"> • Carefully review the draft narrative to ensure alignment with RFP. • Carefully review the budget for accuracy and completeness. • Address any last minute feedback from the Division of PDM, if applicable. • If required, submit to Principal and/or Regional Assistant Superintendent for approval and signatures. | <ul style="list-style-type: none"> • If requested, review the final draft of the narrative and budget and offer feedback. |
| Step 5: Submit Application | <ul style="list-style-type: none"> • Finalize all application components. • Compile complete application package and submit to funder. • Send final copy of the application package to the Division of PDM. | <ul style="list-style-type: none"> • File a copy of the submitted grant. |
| Step 6: Track Award Decision | <ul style="list-style-type: none"> • Receive notification from funder if proposal is awarded or denied. • Notify the Division of PDM. • If awarded, meet with Project Team to begin the implementation process. | <ul style="list-style-type: none"> • Update grant records to maintain comprehensive database of all AACPS grant proposals. |

Timeline Note: Because the Division of PDM recognizes that each grant is unique, a timeline is not included in the above Step-by-Step list.

Central Office Grants: Division of Responsibilities

| | Central Office Grant Development Team | Division of PDM |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1: Locate Funding Source | <ul style="list-style-type: none"> Discuss project with supervisor to determine if it aligns with school/AACPS priorities. Review funding resources posted online by the Division of PDM. Conduct independent research on funding opportunities. | <ul style="list-style-type: none"> Research opportunities from local, state, and national funding sources. Share relevant opportunities with program leads. Post ongoing opportunities on PDM Intranet page. |
| Step 2: Submit Intent to Apply | <ul style="list-style-type: none"> Complete Intent to Apply form, including all required signatures. Submit form to the Division of PDM with a copy of RFP at least ten working days before grant deadline (whenever possible). | <ul style="list-style-type: none"> Review submitted <i>Intent to Apply</i> form and create a file to track grant. Carefully review RFP and create an internal timeline and checklist of grant requirements. |
| Step 3: Develop Grant Proposal | <ul style="list-style-type: none"> Work with project development team to assign writing responsibilities for the grant proposal. Using the RFP as a guide draft all required pieces of the narrative, budget, and attachments. Gather data and letters of commitment as required by the funders. Reach out to the Division of PDM for support and guidance. | <ul style="list-style-type: none"> Provide grant manuals, templates, and narrative samples to assist with grant writing process. Review all drafts of the grant proposal to offer one-on-one editing support and guidance. |
| Step 4: Finalize Proposal | <ul style="list-style-type: none"> Address any last minute concerns raised by the Division of PDM, the Office of Accounting, or Senior Staff. Submit final narrative, budget, and all required attachments, to the Division of PDM at least five working days before the grant deadline. | <ul style="list-style-type: none"> Carefully review the draft narrative to ensure alignment with RFP. Offer feedback and suggestions to strengthen the narrative argument. Carefully review the budget and work with Accounting & Budget to receive budget approval. Submit to Assistant Superintendent, Deputy Superintendent and Superintendent for approval and signatures. |
| Step 5: Submit Application | <ul style="list-style-type: none"> Confirm that the Division of PDM has all required parts of application. | <ul style="list-style-type: none"> Work with grant writers to finalize all application components. Compile complete application package and submit to funder. |
| Step 6: Track Award Decision | <ul style="list-style-type: none"> Receive notification from funder if proposal is awarded or denied. Notify the Division of PDM. If awarded, meet with Project Team to begin the implementation process. | <ul style="list-style-type: none"> Update grant records to maintain comprehensive database of all AACPS grant proposals. |

Timeline Note: Because the Division of PDM recognizes that each grant is unique, a timeline is not included in the above Step-by-Step list. However, once notified of a Central Office grant opportunity, the Grant Technician will provide the development team with a customized timeline for that grant.