



## Grant Application Checklist

For School-Based and Hillsboro Schools Foundation Grants

**Grants will not be accepted without District approval.**

*In order to assure timely and accurate processing of grant applications, attach this cover sheet to all applications.*

Staff member preparing the grant proposal: \_\_\_\_\_

School or Department: \_\_\_\_\_

Title of Grant: \_\_\_\_\_

Application due date: \_\_\_\_\_

Granting agency or institution: \_\_\_\_\_

### Applicant Checklist

- I have my principal or supervisor's approval to seek this grant. \_\_\_\_\_  
(Principal/SV initials)
- I am submitting my grant application to Beth Graser in Communications ***at least one week in advance of the deadline*** (not necessary for Hillsboro Schools Foundation grants).
  - If the grant is to be submitted via an online process, I have copied all questions and my answers in advance of submission and e-mailed them to Beth.
- I have included a detailed budget, assigning values for personnel costs based on the salary and benefit rate chart included in the Grant Application Reference Sheet.
- If my grant includes any technology, I have spoken with the Technology Services department about approved technology and costs associated with installation and support.
- If I receive notification that I have been awarded a grant, I will provide that information to [Beth Graser](#) and to [Christy Woodard](#) in the Business Office as soon as possible; I know that all grant funds must be processed through the District.

### For Communications Use Only

- Appropriate Office for School Performance staff have reviewed and approved this grant application. \_\_\_\_\_ (OSP staff initials)
- Other administrators have reviewed and approved this grant application, as needed.  
\_\_ Tech Services \_\_ HR \_\_ Business Office \_\_ SPED ESL \_\_ Other: \_\_\_\_
- Follow-up items, corrections, clarifications needed:

\_\_\_\_\_  
\_\_\_\_\_