

GRANT WRITING PROCESS

Grants less than \$100,000 (grant writer is CCSD employee, volunteer, parent, vendor):

- Before beginning work on a grant application, the grant writer completes an *Intent to Apply for a Grant* (see next page) and sends it to the CCSD grants officer.
- The CCSD grants officer provides assistance to the grant writer.
- **Five days before the grant is due:** the grant writer sends the final grant application to the grants officer for review and to obtain approval from appropriate department (e.g., Finance, HR, Operations).
- **Three days before the grant is due:** the grants officer routes for signatures (e.g., superintendent's signature, finance official's signature).
- The grants officer adds the grant to the CCSD Grants Tracking database.
- When the grant writer receives notification of a grant award, they notify the grants officer.
- The grants officer updates the CCSD Grants Tracking database & recognizes the grant writer.

Grants \$100,000 and above (grant writer is CCSD employee, volunteer, parent, vendor):

- Before beginning work on a grant application, the grant writer completes an *Intent to Apply for a Grant* (see next page) and sends it to the CCSD grants officer.
- The grants officer quickly circulates the *Intent to Apply for a Grant* to district leaders for approval. If grant is over \$1M, Board is informed of intent to apply per Policy DD.
- The grants officer provides assistance to the grant writer.
- **Five days before the grant is due:** the grant writer sends the final grant application to the grants officer for review and to obtain approval from appropriate department (e.g., Finance, HR, Operations).
- **Three days before the grant is due:** the grants officer routes for signatures (e.g., superintendent's signature, finance official's signature).
- The grants officer adds the grant to the CCSD Grants Tracking database.
- When the grant writer receives notification of a grant award, they notify the grants officer.
- The grants officer updates the CCSD Grants Tracking database & recognizes the grant writer.

External grants (grant writer is at a college, non-profit, public agency):

- A CCSD partner that is thinking about applying for a grant that will benefit CCSD students, teachers or staff completes an *Intent to Apply for a Grant* (see next page) and sends it to the district's grants officer.
- The district's grants officer quickly circulates the *Intent to Apply for a Grant* to district leaders for approval.
- The grants officer provides assistance to the grant writer.
- **Three days before the grant is due:** the grant writer sends the final grant application to the district's grants officer for review.
- The district's grants officer updates the CCSD Grants Tracking database.
- When the grant writer receives notification of a grant award, they notify the district's grants officer.
- The district's grants officer updates the CCSD Grants Tracking database & recognizes our partner.

- CCSD internet (on the home page, type "grants" in the search box)
- CCSD intranet (GRANTS CENTRAL page)
- CCSD grants officer (grants@charleston.k12.sc.us , 843.937.6441)

INTENT TO APPLY FOR A GRANT

Please complete and e-mail to CCSD grants officer: grants@charleston.k12.sc.us

1. Who is applying for the grant?

CCSD

Your Name:

Your E-mail & Phone:

Your Principal or Dept Head:

External Organization

Name of Organization:

Your Name:

Your E-mail & Phone:

2. Grant funder, grant name, grant web site (to find grant instructions/deadline/requirements):

3. How much funding will you be requesting from the funding agency?

[If external] How much funding is requested for CCSD?

4. List proposed grant project activities that will involve CCSD students or staff (brief, just bullet points).

5. List the CCSD schools that would be involved in the grant.

6. Will the grant include any match (cash or in-kind)? No Yes (If yes, explain.)

7. Will the grant include hiring any school district personnel? No Yes (If yes, explain.)

8. Will the grant include any new technology in the school(s)? No Yes (If yes, explain.)

9. Will the grant include any new equipment in the school(s)? No Yes (If yes, explain.)

10. Will the grant include any school facilities modification? No Yes (If yes, explain.)

11. Will the grant include any school transportation services? No Yes (If yes, explain.)

12. Name of CCSD school or department head who approved applying for this grant:

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