

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 may also review your proposal with the Director of Curriculum + Instruction, and / or the Business Office for final recommendation.*
 - *NOTE: For furniture grants, your Principal may also discuss your proposal with the Director of Curriculum + Instruction for final recommendation.*
 - *NOTE: If a grant has a technology component, your Principal may also discuss your proposal with Doug Orr, District Technology Director for final recommendation.*
 - *NOTE: For grants that affect facilities, your Principal may 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*
 - ***Per updated district guidelines, if any single item, or multiple purchases of the same item within a grant application exceeds \$6600, obtain three (3) itemized quotes as required to ensure best pricing.***
 - *Include the quote(s) in pdf form on your application AND the item detail for the preferred vendor*
 - *TIP: Shopping Cart does not lock in pricing and does not qualify as a quote*
- 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.