

Grant Process Flow Chart

The Department of Partnerships, Development, & Marketing (PDM) tracks two different types of grant proposals: **School-Based Grants** and **Central Office Grants**. Consider the following questions to determine which type of grant you are planning to submit and then take a look at the procedures associated with that type of grant.

Can't decide which type of grant you have? Contact Michelle Szczepaniak, Grants Specialist at 410-222-5370. We're here to help!

- Are you requesting \$10,000 or more?
- 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?

If **no**
to **all**

School-Based Grant

Discuss funding opportunity with Principal and school-based team, when necessary.

Develop proposal narrative, budget, & attachments.

Contact the Department of PDM for support, templates, and grant resources.

Get final approval from your Principal

Submit the grant.

If awarded, report the grant on your school's Annual Partnership Collaboration Form.

If **yes**
to **any**

Central Office Grant

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

Submit completed Intent to Apply form with copy of RFP to the Department of PDM as soon as possible.

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

Submit final grant to PDM for review. 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 Department of PDM will submit the grant.

Notify PDM when the grant is awarded or denied.