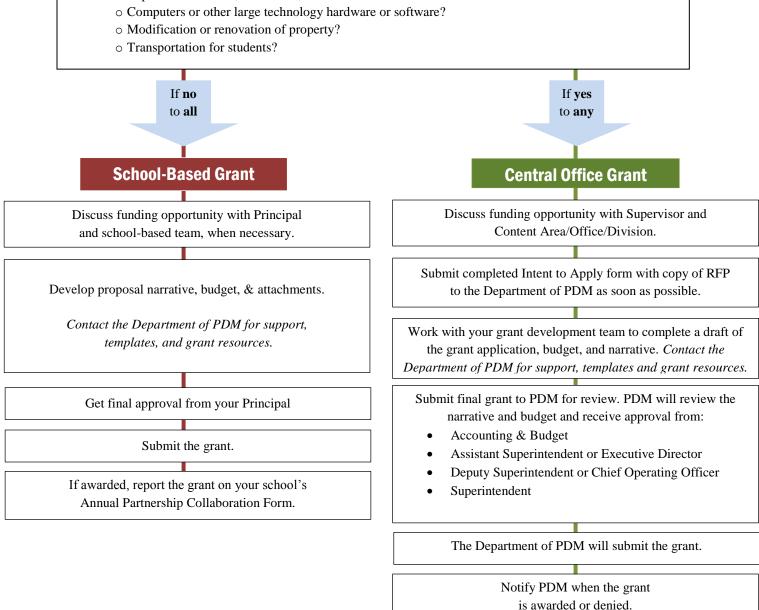
Grant Process Flow Chart

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:
 - o Stipends for salaries, substitutes, or additional staff?



Department of PDM, Revised May 2018