# How do I work with PDM to submit a Central Office Grant?

| | **Your Grant Development Team will...** | **The Department of PDM will...** |
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| **1. Find Funding** | • Discuss project with your supervisor.<br>• Find a funding opportunity that can support the proposed project. | • Share local, state, and national funding opportunities as they arise with AACPS program leads. |
| **2. Submit Intent to Apply Form** | • Submit the *Intent to Apply* form to the Department of PDM.<br>• Be sure to include all required signatures and a copy of the RFP/application instructions | • Review the submitted *Intent to Apply* form and become familiar with the RFP.<br>• Create a timeline for the grant development team. |
| **3. Develop Your Proposal** | • Using the RFP as a guide, develop your narrative, goals & objectives, project timeline, budget, and all required pieces of the application.<br>• Work with other departments and external partners to gather relevant data, letters of commitment, and other components required by the funder. | • Provide grant manuals, templates, and narrative samples to assist with the grant writing process.<br>• Provide one-on-one editing support and guidance as necessary to strengthen the narrative. |
| **4. Finalize Proposal** | • Submit final drafts of the narrative, budget, and all required attachments, to PDM.<br>• Address questions raised by PDM, Accounting, or others during the approval process. | • Carefully review the narrative to ensure it aligns with the RFP.<br>• Carefully review the project budget and work with Accounting & Budget to receive budget approval.<br>• Submit application packet to the Assistant Superintendent, Deputy Superintendent and Superintendent for approval and signatures. |
| **5. Submit Application** | • Confirm that the Department of PDM has all required parts of application. | • Compile complete application package and submit to funder electronically or by mail. |
| **6. Track Award Decision** | • Receive notification of award decision.<br>• **Notify the Department of PDM and share copies of award letter(s).** | • Update internal grant records to maintain comprehensive database of all AACPS grant proposals. |

*Timeline Note:* We recognize that each grant is unique and so did not include a specific timeline above. Once notified of a Central Office grant opportunity, the Grant Technician will provide the development team with a customized timeline for that grant to ensure that all required pieces can be approved and submitted by the deadline.