

DESERT SANDS UNIFIED SCHOOL DISTRICT

Grant Application Checklist

(Completed checklist must be submitted to District office with a copy of the Grant)

**STEP 1: Grant information**

Name of Application Agency \_\_\_\_\_ Grant Deadline \_\_\_\_\_

Name of Grant \_\_\_\_\_ Date Submitted \_\_\_\_\_

School/Department \_\_\_\_\_ Grant Amount \_\_\_\_\_

Contact Person \_\_\_\_\_ Length of Grant \_\_\_\_\_

Purpose for seeking the Grant:

What, if any, is the fiscal impact to the District including "In-kind" match?

What is the budget for personnel, including fixed and indirect costs? \_\_\_\_\_

**Step 2: Complete this section for Grants over \$7,500** (If less than \$7,500, skip Step 2)

Impact on facilities \_\_\_\_\_

Technology needs \_\_\_\_\_

Grant writer (if applicable) \_\_\_\_\_ Cost \_\_\_\_\_

Date of Board approval of Consultant Agreement (if applicable) \_\_\_\_\_

Date of Cabinet approval \_\_\_\_\_

**Step 3: Grant signatures**

This Grant application has been reviewed by (signature & date):

Principal \_\_\_\_\_ Date \_\_\_\_\_

Senior Director \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Date Grant is scheduled for Board Approval \_\_\_\_\_

- *If application is granted, the grantee must submit a Board Item for Board approval.*