

## CALHOUN COUNTY INDEPENDENT SCHOOL DISTRICT

### Permission to Apply for Grants/Donations

If you wish to apply for a grant in any amount, please email the completed Permission to Apply form at least **THIRTY (30)** business days before the funder deadline to [martinezr@calcoisd.org](mailto:martinezr@calcoisd.org). If approved, the application must be reviewed and authorized before submission to the funder.

**IMPORTANT NOTICE:**

- 1) A grant offer and acceptance is a contractual agreement between the funder and the grantee (teacher, school, department, or district). The agreement should not be entered without prior approval, which shall include the Calhoun County ISD Superintendent and Chief Financial Officer.
- 2) **Materials awarded through a grant are the property of Calhoun County ISD** and are to be used by the teacher/program for which they were intended. All materials will remain at the awarded campus after the grant ends.

Applicant Information	
Name/Title:	School/Department:
Telephone:	Email:

Program Information		
Donation/Grant Title:		
Name of Funder:	Funder Deadline:	
Funder Website:	Grant Start Date:	End Date:
Grades Served:	Number Served:	
External Partners:	Participating Campuses:	
Does your proposal require technology/software? <i>If yes, attach email of approval from Technology Department</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	Does your proposal require hiring additional employees? <input type="checkbox"/> YES <input type="checkbox"/> NO	Does your proposal require facility construction or renovating? <input type="checkbox"/> YES <input type="checkbox"/> NO

Focus Area and Activity of the Proposed Project (Check all that apply)				
<input type="checkbox"/> Reading Lit.	<input type="checkbox"/> Health	<input type="checkbox"/> Technology	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Math
<input type="checkbox"/> STEM	<input type="checkbox"/> Science	<input type="checkbox"/> Family Engmt.	<input type="checkbox"/> Bilingual Edu.	<input type="checkbox"/> Prof. Dev.
<input type="checkbox"/> Basic Needs	<input type="checkbox"/> History	<input type="checkbox"/> Sped	<input type="checkbox"/> Gen Academic	<input type="checkbox"/> School Safety
<input type="checkbox"/> Out-of-school Activities		<input type="checkbox"/> Other: _____		

Alignment with Calhoun County ISD Strategic Priorities: (circle all that apply)					
Academic Achievement	Learning Envir.	Social/Emotional	Parent Engagement	Technology	HR

Budget Information	
Anticipated Budget Request Amount: \$ _____	Percentage of Matching Funds Required: _____%
Are Matching Funds Required?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

Principal/Department Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For District Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Superintendent \_\_\_\_\_ Chief Financial Officer \_\_\_\_\_

## Applying for Grants or Donations

Our goal is to work with applicants identifying funding sources and providing assistance with proposal development. In order to make this a smooth process, these guidelines shall be followed for any grant or donation request that an employee wants to apply for, regardless of dollar amount or the granting entity:

Any Calhoun County ISD employee who wishes to pursue any federal, state, region or local grant or donation must first obtain approval by submitting a **“Permission to Apply for Grant/Donation form”** to the principal or department administrator seeking permission to apply for the grant or donation. Include all pertinent information about the request along with the **“Permission to Apply” form**.

(This excludes Calhoun County Education Foundation grants.)

The Principal/Department administrator shall then send all forms and information via email to the Superintendent and the Chief Financial officer requesting permission to apply for the grant/donation.

After permission has been granted from the Superintendent, the grant / donation application process may proceed.

**The only grant exceptions are IDEA-B, ESSA, and IMA since these are annual allocations from TEA.**

If you wish to apply for a grant in any amount, please email the completed **“Permission to Apply for Grant/Donation”** form at least **THIRTY (30)** business days before the funder deadline to the principal/department administrator. If approved, the application must be reviewed and authorized before submission to the funder.

**Permission to Apply for Grant/donation Form** can be found on the CCISD website under Business Department and in your shared drive. You will have to download the application in order to fill it out in pdf format. Once completed, please email application and attachments to the principal or department administrator. You must have a physical signature from the Principal/ Department Administrator.

### The Calhoun County ISD steps are as follows:

#### Step One:

Identify a need that aligns with district goals and/or specific campus improvement plan objectives.

Develop an idea or program plan to meet that need.

#### Step Two:

Complete and submit the **Permission to Apply for a Grant/Donation form** to principal or department administrator.

Once approved by the principal or department administrator, the principal/department administrator shall send all forms and information via email to the Superintendent and the Chief Financial officer requesting permission to apply for the grant/donation.

The applicant will be notified of the approval and/or denial within seven (7) business days.

#### Step Three:

Approved applicants can proceed with grant/donation development, following a timeline, to ensure a timely submission of the proposal.

#### Step Four:

The final draft of the proposal should be reviewed, and then submitted to the Superintendent and the Chief Financial officer to review the application. Should any changes be needed, you will be contacted. Once all required signatures have been secured, the applicant will be notified to prepare the application for submission.

#### Step Five:

CCISD maintains a tracking system for all submitted proposals. Periodic summaries of all applications/requests are reported to the Superintendent and Board of Trustees.

Please inform the Chief Financial Officer upon receipt of grant award or denial from the funding agency so that we may present an up-to-date report.