

DISCRETIONARY GRANTS WRITING/SUBMISSION/APPROVAL

GRANT

APPLICATION PROCEDURES Prior to initiating a grant proposal of a new discretionary or continuation grant, a meeting must be held to discuss the grant with the District External Funding Coordinator and other appropriate personnel, as necessary.

Prior to submission of the completed grant packet to the Superintendent's office for signature, the Grant Review Form must be signed as proof of review. The following individuals will review each grant packet and sign the **Grant Review Form**:

- District External Funding Coordinator
- Principal of Campus or Department Head Submitting Grant
- Executive Director of Financial Services

All new discretionary grant proposals that have cleared the administrative approval process will be placed on the consent agenda for board approval.

Upon notification that the discretionary or continuation grant is awarded, a meeting will be held with the grant recipients, the CISD External Funding Coordinator, and representatives of Financial Services to discuss and evaluate budget implications, such as supplanting issues and possible transfer of funds which can relieve general fund obligations. This is to insure that program activities will enhance overall District goals, and duplication of efforts will not occur.