

Competitive Grant Application Checklist

This checklist is to be used for grant applications that *generally fall outside the parameters of noncompetitive grants*. Competitive grants entail a narrative section that is scored and ranked to determine who is awarded funding. Noncompetitive grants such as Title I Con Apps or Block Grants do not need to complete this form. All grants under \$10,000 also do not need to use this check list.

The checklist below must be submitted with the signature pages for authorized signature for final approval. This process should be started within at least 30 days of due date of grant applications.

Certify the items outlined below by either initialing, or writing N/A, by each item and signing and dating the form in the provided spaces.

____ I have read the request for application and can certify that the intent of the application will align with District goals and objectives.

____ I have met with my supervisor and have discussed the grant activities to ensure alignment to current programs and reviewed how they will impact existing activities, personnel, facilities etc. (i.e. does not conflict instructional strategies or there is internal capacity to support efforts).

____ If the grant or program requires BCSD Transportation, BCSD Food Services, BCSD Information Technology or BCSD purchase of equipment, I have checked with appropriate departments and I have documented that such services are available and allocated appropriately in the final grant budget.

____ I have checked with Personnel and have verified that 1) all positions required by the grant are included within existing District positions and 2) the availability of potential applicants to fill these positions according to grant timelines and guidelines.

____ I have checked with Fiscal Services for grants over \$10,000 and have received the appropriate approval.

- Documented approval on the Fiscal Services Review Form with appropriate back up.

____ I have researched a sustainability plan to ensure continuity of services after the grant funding as ended, if applicable. Write N/A if funding cycle is continuous.

After completion of the steps listed above, take this form and the completed grant application to the Superintendent's Office for authorized signature & approval.

School OR Department

Signature of Administrator

Date

**If you have any questions, please contact Sherry Gladin at extension 14698.*