

EGUSD GRANT APPLICATION CHECKLIST

Use this checklist to complete the grant application process. Visit “Application Toolkit” at blogs.egusd.net/grantsoffice/apply for detailed step-by-step instructions and definitions.

Questions? Contact the Grants Office at (916) 793-2955.



IDENTIFY YOUR NEED

- Identify your funding need
- Develop your problem statement
- Gain department or site administrative approval
- Estimate funding request amount
- Optional: Review your funding request and problem statement with Grants Office

FIND A FUNDING OPPORTUNITY

- Complete Funding Search Request at blogs.egusd.net/grantsoffice/funding
- or -
- Find your own grant, paying attention to:
 - o Eligibility (e.g., 501(c)(3)-only grants; invitation-only grants; membership in professional organization required)
 - o Restrictions (e.g., matching funds required; reporting requirements include confidential student data)
 - o Funder’s priorities, past grantees & past funded amounts
 - o Application deadline & submission requirements
- Optional: Review potential funding opportunities with Grants Office

DEVELOP APPLICATION

- Assemble your Grant Project Team, if applicable
- Develop a Project Plan to align with funding opportunity
- Create timeline and assign responsibility for each component of the application. Common examples are below:
 - o Identify Grant Project Manager
 - o Develop budget
 - o Gather research and data
 - o Write needs assessment
 - o Write project description/narrative
 - o Identify and describe evaluation methods
 - o Gather letters of support
 - o Other: _____
- Optional: Review Project Plan with Grants Office

COMPILE & SUBMIT APPLICATION

- Format the application, paying careful attention to the application’s formatting requirements
- Proofread the application, print, and save a copy
- Attach Grant Application Approval Form to full application & route through EGUSD
 - o (If specified by application, obtain required signatures on the hard copy in **blue ink**)
- When notified, collect Approval Form with all signatures
- Submit application and request receipt or save confirmation of submission
- Provide a copy of the Approval Form and final grant application to the Grants Office