

***Grant Seeking Guidelines for
Tempe Union High School District Employees***

1. At the start of each school year, input from all principals and department chairs are requested to establish the areas of need for grant funding at each site. If you have an idea or need for your classroom please let one of these individuals know.
2. A data base of all District/School/Foundation grants is maintained by the Coordinator of Business & Community Partnerships, Dianne Welling, to monitor and maintain the effectiveness of grant solicitation and management throughout the entire District.
3. Notification process – **Prior to the submission of a grant application** the Principal/Director/Department Chair (or teacher) must notify the Coordinator of Business & Community Partnership (CBCP) of the site's interest in applying. Some grant makers only allow one application per agency or school district. **All staff must get approval from their principal prior to submitting any grant application.**
4. The person interested in writing the grant will need to provide to Dianne Welling basic information by email:
 - a) Name of grant maker
 - b) Name of the program or project and brief description
 - c) Budget (draft)
 - d) Any District in-kind/match contribution commitments
 1. In-kind and matching funds must be secured prior to applying for a matching funds grant. Please state where or what account matching funds will be paid.
 - e) Plans for sustaining the project/program beyond the grant period (very important!)
 - f) Timeline
 - g) Contact information (who will be writing the grant?)
 - h) Grant deadline (exact due date)
 - i) Superintendent signature required?
5. Approval process – The Dept Chair/Principal/Director (or teacher) submits the completed information **OR** draft of the grant application to the CBCP for review, to ensure consistency with priorities and to maximize school/District partnership opportunities. The CBCP will present an overview of the project to the Executive Team and will advise the Dept Chair/Principal/Director of the Exec Team's decision. If assistance of the CBCP is requested to complete the grant application process, the Executive Team will determine program/project priority.
6. The CBCP provides a quarterly report to the Executive Team of all grants submitted throughout the year.

NOTE:

- Any project that involves **any site construction work or facility modification** must be approved by the Director of Plant Operations, Mike Hilgers, prior to applying for any grants. Mr. Hilgers will review and approve/not approve the project plans.
- Some grant applications will require legal counsel review certain areas of the grant, as well as TUHSD Governing Board approval **prior** to applying for the grant. Dianne Welling will assist with this process.
- TUHSD Governing Board must approve all grant awards. Grant awards approved by the Governing Board are received as donations to the District. Therefore, all District Purchasing Department procedures apply.