

Project/Grant Funding Application Guidelines (ext. 8307)

The following guidelines serve as a framework for application for and acceptance of project/grant funding:

1. Any school or office must get permission from its appropriate assistant superintendent before doing any grant application or before participating in anyone else's grant application.
2. LBUSD requires that all applications for federal, state, and foundation funding of **more than \$5,000** get approved first by the Board prior to submission of application to a funding agency.
3. LBUSD requires that any request to submit an application for project/grant funding supports one or more District Content Standard areas, missions, goals, and/or District initiatives.
4. LBUSD requires that all District Instructional/Intervention programs contain a sound evaluation and assessment design and that program evaluation information be updated, compiled, and shared with the Board annually for each year funding is available (Contact Debbie Stark, Research and Evaluation, for assistance).
5. The Grants and Funding Office and/or Office of Research and Evaluation will review completed requests (Use the **"Authorization to Submit an Application for Project/Grant Funds and / or to Accept a Grant Award"** form) to determine potential for funding; a match of District mission, goals, and/or initiatives; involvement of personnel; deadline feasibility; budget requirements; in-kind matches; etc.
6. **Office of Research and Evaluation and Grants and Funding Office will provide assistance where appropriate and feasible:**
 - * Notification to contact person
 - * Assistance with problems
 - * Interpretation of procedures, Board of Education Policy, and Grants Office guidelines
 - * Technical assistance with
 - A. District data and descriptions for proposals and narratives
 - B. Writing, reviewing, and editing proposals and rough drafts and creating a tentative budget
 - C. Community support, District personnel, and the involvement of other District departments or offices
 - D. Writing, reviewing, and editing final drafts and completion of final budget; assist with annual up-date reports of multi-year grants
 - E. Securing authorized signatures, copy distribution, and mailing of application
 - F. Closing reports, interpretation of evaluation/assessment data for the Board of Education Report (annually)
7. LBUSD requires a Legal Audit File where original copies of all documentation with original, authorized signatures; Board approval documentation; changes of program or funding; a copy of the Closing Report; and other related information will be kept.

LBUSD requires that any **CLOSING REPORT** be submitted by the person responsible for managing a project/grant, even if that person is no longer being funded out of the project/grant.