



Sandusky City Schools

407 Decatur Street, Sandusky, OH 44870-2442 • 419-626-6940 • www.scs-k12.net

GRANT APPLICATION PROCESS

This is the process for submitting ANY grant application (internal or to an external funding source, **including donation-based crowdfunding websites**).

1. After identifying a need exists for a grant, speak to your principal/supervisor about the possibility of applying for a grant. Your principal/supervisor can assist you in locating a funding source that best matches what you are trying to accomplish.
2. Develop your idea fully and speak to departments that may be impacted by your project idea. For example, we often have teachers write for specific technology needs. You must talk with our friends in the IT Department (both with our Technology Facilitator [ext.1031] and our IT Coordinator [ext.1030]. You may need to discuss your project with others, including Transportation, Maintenance, etc.
3. Fill out the application in a professional manner – please avoid handwriting any part of your application.
4. Attach Form #088 to your application and route the entire application packet through the requested signatures. By having your principal/supervisor sign, they are acknowledging their support of your project. By getting the signatures, you, as the applicant are acknowledging you did your homework (see #2).
5. The final signature is the Superintendent. You are not permitted to submit an application without this approval. Please plan to obtain a signature *at least 10 days prior to the application submission deadline*.
6. If you are a successful grant recipient, please notify the Superintendent and Treasurer, and your principal/supervisor immediately.
7. Many grants have stipulations attached to them; it is your responsibility to follow all of their timelines and paperwork, including final reports, budgets, and requested presentations.

If you have any questions, please contact the Curriculum Department at ext. 1022 or ext. 1020!



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GRANT COVER SHEET

This cover sheet verifies the submission of the attached grant meets the mission of Sandusky City Schools and adheres to all requirements set forth by the district, and referenced on Form 166.

Grant Title: _____

Submitted to: _____

[Print] Sandusky City Schools Staff Member

[Signature] Sandusky City Schools Staff Member

Date

[Print] Building Principal

[Signature] Building Principal

Date

[Print] Chief Academic Officer

[Signature] Chief Academic Officer

Date

[Print] CEO & Superintendent

[Signature] CEO & Superintendent

Date