GRANT CONSIDERATION WORKSHEET

Please print this worksheet and complete with the principal and relevant stakeholders.
This is a tool for site level use to determine next steps in pursuing grant funding.

Grant Name: _____

Grant Funder: _____

Amount:_____ Grant Due Date: _____ School/Department:_____

Check the box to ensure that each item has been considered.

☐ Does this project align with district goals?

☐ Does sufficient administrative support exist to make it worth pursuing?

☐ Can proposal be completed within timeframe allotted?

☐ Does the grant require matching funds or district resources?

☐ What type of matching funds can be used according to the grant?

☐ Is there time to receive the grant/begin services within Governing Board approval timelines?

☐ Does this program fit well with current technology and curricular materials adoptions?

☐ Has the Capital Projects Department approved proposed site improvements?

☐ Does grant collaboration require too much time to develop compared to potential results?

☐ Do we have the capabilities to collect the data required?

☐ Has the MIS Department approved proposed technology, software or hardware?

☐ Are we able to conduct ongoing evaluation of program and complete all required reports?

☐ Are reporting requirements too extensive?

☐ Can we sustain the program after funding ends?

☐ Can these funds or this program be blended to expand or enhance existing efforts?

☐ Are contract/MOU/agreement/signature requirements possible within time frame?
   Only the Superintendent has the authority to sign a contract, agreement or Memorandum of Understanding.