

The Howard County Public School System
INTENT TO SUBMIT A GRANT PROPOSAL

Step 1:

Complete **all** information requested.

E-mail address: _____

Proposal Manager: _____ Phone: _____

School/Office: _____ Budget Request: _____

Proposed program or project name: _____

Funding source: _____ Proposal due date: _____

New or continuation grant? _____ Grant start/end dates: _____

New Grant Proposals: Complete the New Initiative Worksheet on the reverse side of this form.

Continuation Grant Proposals: Attach project abstract or overview and any pertinent changes to program design or budget.

Step 2:

Obtain approvals through School or Central Office administration as appropriate.

School-based Grant Proposal:

Central Office-based Grant Proposal:

Principal	Date	Coordinator	Date
Administrative Director	Date	Curricular Program Director	Date

Continue to Step 3 if: (check all that apply)

1. _____ Funding request is \$50,000 or more, **OR**
2. _____ Proposal requires commitment of HCPSS resources, such as in-kind services or matching funds, **OR**
3. _____ Proposal request includes funding for salaries, **OR**
4. _____ Proposal request includes funding for new technology (signature required below).

Otherwise, stop here after sending this completed form and the New Initiative Worksheet or supporting documents for Continuation Grants to the Grant Support Services Office. The Grant Support Services office will secure the appropriate signatures.

Step 3:

Forward this form to Grant Support Services Office for approval signatures below. **Allow two weeks for this process.** You will be contacted regarding the development of a Board of Education Report for new grant proposals at or over \$50,000. Continuation grant proposals and those under \$50,000 will be submitted to the Board of Education as Information Items only.

____ Assistant Superintendent, Curriculum and Instruction	_____
____ Assistant Superintendent, School Administration	_____
<u>Additional Signatures as appropriate</u>	
____ Chief Operating Officer	_____
____ Chief Academic and Administrative Officer	_____
____ Chief of Staff	_____
____ Director, Assessment and Evaluation	_____
____ Director, Human Resources	_____
____ Director, Facilities and Operations	_____
____ Technology Officer	_____

For Grant Support Services Use Only

Date of Board of Education Report/Outcome: _____ OR Date submitted to BOE as Information Item: _____

For further assistance, contact Grant Support Services Office at (410) 313-7137