Federal Grants and grants requiring “Authorized” signature must be approved by the Treasurer and CEO. **All federal grants and some state grants must be submitted online through the State and Federal Programs office, which is an authorized only portal.

### Protocol for Applying for a Grant

**School-Level**

1. **Grant Idea/Proposal Identified:** Discuss Request for Proposal (RFP) with Principal, Supervisor or Department
2. School completes **Grant Planning Worksheet** and **Intent to Apply Form** to provide additional information about
3. **Complete Intent to Apply Form**
   - School submits to Grants Office
   - Review feasibility and submit to CEO/Cabinet with summary of proposal.
4. **CEO/Cabinet reviews** for alignment to YCSD goals and respond with their level of interest, ideas, and capacity of district.
5. **Use YCSD Grant Criteria** to help inform decision to apply.
6. If applicable, any quotes/RFPs for contracted services are released, awarded memoranda of understanding (MOU) may be signed conditional of district’s award. (Approved by CEO)
7. School team/teachers write grant and involves, as appropriate:
   - Colleagues
   - Departments (e.g. Academics, Safety, Tech)
   - Community Partners
   - Human Capital
8. **Finalize grant and budget.**
9. **Submit grant to Review and Final approval by:**
   - Principal
   - Grants Development Office, Cabinet and/or the CEO, as appropriate
10. **Submit grant to funder**
    - Copy of grant and funding source guidelines to Grants Development Office within five days of Grants submission.

**GRANT IS NOT APPROVED**

* RFP does not meet criteria for district to apply.
* School is notified.

*If RFP meets YCSD criteria, school/teachers may proceed with writing of grant.