

# ASD Procedures and Requirements for Writing a Grant

- § Get Principal's or Supervisor's approval.
- § Call or email us if you are going to write a grant. **THIS IS A DISTRICT REQUIREMENT.** Our office is the clearinghouse for competitive grants for schools, programs and teachers. We help ensure that ASD schools are not accidentally competing against each other; that grants fall within District parameters; and that applicants get the support they need.

Note: **If your grant budget pays for "people,"** (i.e., salaries, addenda, substitutes, stipends, or extra help) the budget must include benefits. Call us for assistance.

**If your grant includes technology (hardware or software programs and technology-based resources),** check the "ASD Approved Technology List" in the online *District Connection* under *Other Resources*. This page also will include software purchase guidelines. If in doubt, call Educational Technology at 742-3774.

**If your grant has equipment or furniture that needs to be installed or secured,** call Mike McGough, 244-0350.

- § If you need help preparing your grant, call or email us.



If your grant source is the State of Alaska or the federal government, or call us before you go further. For many state and all federal grants the applicant must be the ASD, not an individual school.

- § Make sure your principal or supervisor reviews your grant.
- § Some grants also need to be reviewed and/or signed by the Superintendent or Assistant Superintendent. If this is the case with your grant or if you think this is the case, call or email us. We will help you with this process.
- § **Provide a copy of your completed grant application to the Grants Office within five days after submitting your proposal. THIS IS A DISTRICT REQUIREMENT.**
- § **Notify the Grants Office as soon as you find out whether you have won or not won your grant.**