

# FCPS Grants Development & Submission Procedures

## An overview

“Grants are not for wishes; they are thoughtfully presented proposals that solve problems.” Johna Rodgers



The district has established procedures for developing and submitting grant proposals. All grants, regardless of funding amount, **must** be approved **prior** to submission.

This process begins with the pre-award grants team in the Department of Grants, Research, Accountability, & Data (GRAD).

- |  |  |
|--|--|
| 1. Finding a funding opportunity/grant | 2. Submit an Intent to Apply           |
| 3. Principal/Supervisor approval       | 4. Eligibility review                  |
| 5. Proposal development & review       | 6. Proposal approval & submission, and |
| 7. Notification of award status.       |  |

1. Finding a grant: Multiple funding opportunities exist. The key is finding an opportunity that is a) a good fit for your idea and b) one in which the school/district is eligible to apply. The pre-award grants team developed the [Funding Opportunities' Database](#). (You may have to log in using your email and password.)
2. Submit an Intent to Apply: When you have found a suitable grant opportunity, please open the [Pre-Award Grants Portal](#) and complete the Intent to Apply form. You will need to respond to each item in the form before you submit the request. Best practice tip: Discuss your project with your principal/supervisor before you submit the Intent to Apply form.
3. Principal/Supervisor Approval: When you submit your Intent to Apply request, your principal/supervisor is notified and must approve it. Please follow-up with your principal/supervisor to ensure s/he sees the approval email. (It is marked as an external email and is from Jira.)
4. Eligibility Review: After your principal/supervisor approves the project, the pre-award grants team will review for eligibility and let you know whether to proceed with proposal development.
5. Proposal Development: The pre-award grants team can't write every grant in the district, but we provide technical assistance to those who are.
6. Proposal Review & Submission: The pre-award grants team facilitates getting your proposal approved for submission. If you have questions, please contact either [Angela Roberts](#) or [Susan Decker Davis](#).
7. Grant Award/Non-award Notification: Please notify the pre-award grants team when you find out whether your proposal has been selected for an award.

GOOD LUCK!

We are developing PD sessions on grant writing. If you are interested, please let us know.