



## MINI GRANT CHECKLIST

This checklist is to provide guidance for grant applications **under** \$10,000 that do not include salaries and benefits or resource commitment from the District. However, if your grant contains salaries and benefits, needs matching District funds, special tracking, requires the program to be sustainable beyond the grant cycle, or involves more than one department or site - then you will need to use the **Grant Application Process Form** instead. Please print this form for your use.

### Project Considerations

- Is your budget inclusive of other departments that may be affected and indirect costs included?
- If other departments will be affected or involved - please use the Grant Application Process form.
- Have you obtained the necessary information from all people involved?
- Will training hours and/or substitutes be necessary?
- Will your project need an evaluator? (internal or external?)  
If so, please list name and title: \_\_\_\_\_

### Grant Application Document(s)

- Has this grant application been approved by the appropriate Assistant Superintendent or Chief Operations Officer?  
Date: \_\_\_\_\_ Name: \_\_\_\_\_
- Is the grant application mailed or submitted electronically?
- Is the grant application submitted on behalf of the District or another entity?  
Name of entity and contact information: \_\_\_\_\_
- Is a 501(c) status letter needed and included?
- Are all required areas of the grant application completed (program, fiscal, signatures, etc.)?
- Has the budget been approved by Financial Services? Date: \_\_\_\_\_ Name: \_\_\_\_\_
- Have you fully reviewed grant for clarity, spelling, and coherence?
- Are the correct contact names provided?
- Is the Federal Tax ID# and/or DUNS# included and correct (if needed on application)?
- Does the grant application ask that you attach or send additional supporting material, i.e., lesson plans, letters of recommendation or support, research information, etc.

### Grant Received - After you have been notified that you will receive funds

- Notify \_\_\_\_\_ (grants manager) of grant award being received and get feedback form.
- Submit information to the Board of Education for recognition per BOE Policy KH-E.
- Complete Grant Project Report & Schedule. For your use and tracking only, it is not necessary to submit form.

Be aware that for a mini grant you will be the project manager and will be responsible for identifying team members and completing any summary reports that may be necessary for the grantors. Mini grant funds will typically be deposited into your school account for distribution. Please notify the office of the Chief Financial Officer if funds are to

- be received by the District or if the Education Foundation of the St. Vrain Valley or individual school foundations will be receiving the funds, so that the grant check will be properly deposited.