

ERAF Grant Application & Review Process

Effective: 9.30.13

1. Foundation Grant Applications are first submitted to the Superintendent's Office. Request must be received at least two (preferably three) months before funds are required
2. If there are questions, the Superintendent will obtain clarification from the Grant Submitter(s)
3. Grant will be reviewed by full administrative team to determine if the District should fund the request. Possible outcomes are:
 - A. The District will fund the project
 - B. The District will deny funding for the project and will not forward request to the Foundation
 - C. The Administrative team, upon determining that a request is worth doing but that District cannot fund it, will forward the request, with its approval to the Alumni Foundation for their Board's consideration
4. No Grant request will be accepted by the Alumni Foundation unless it has been reviewed and approved using the process defined in paragraph 3, above
5. The Alumni Foundation will generally review approved grants at the first board meeting following receipt of the approved request from the District Superintendent
6. Upon reviewing the grant request, the Foundation may:
 - A. Approve the Request for the amount requested, or for a greater or lesser amount
 - B. Defer a decision until more information is obtained from the submitter(s)
 - C. Deny the request
7. Communication of questions, decisions and results
 - A. The District Administrative Team communicates their questions / decisions promptly and directly to submitters
 - B. The Alumni Foundation will, likewise, communicates their questions / decisions promptly and directly to submitters
 - C. Submitters are responsible for providing the Alumni Foundation with all required receipts and requested reports within 30 days of completing their ERAF Funded project