

TWIN RIVERS UNIFIED SCHOOL DISTRICT  
**PROGRAM PLANNING/GRANT APPLICATION  
INSTRUCTIONS**

### Program Planning/Grant Application Instructions

**PURPOSE OF THE PROGRAM PLANNING/GRANT APPLICATION CHECKLIST:** To notify all District departments and staff of a new program, project or grant application that will require District fund expenditures or grant requirements.

#### **Responsibilities of Program or Grant Lead**

The Lead develops a proposed program and/or receives grant information/application. The Lead is responsible for completing the entire process of the Program Planning/Grant Application Checklist including follow through of processing TRUSD documents for budget and Board approval.

When Program/Grant Lead proposes a new program or grant application, the Program Planning/Grant Application Checklist is submitted to Cabinet for initial approval prior to individual Department review.

After Initial approval from Cabinet the Lead will submit the Program Planning/Grant Application Checklist and its supporting documents, to Contracts/E-Rate Services (CES) for language review and approval.

After review from Contracts/E-Rate Services, the Lead is to complete and route to listed Depts for review, input and approval. Routing may be done physically or electronically, but a signature is required from all listed departments.

When all Depts have reviewed and signed off, the Program Planning/Grant Application Checklist and its supporting documents (grant application, program plan/contract) the Program/Grant Lead submits to their Dept Cabinet member.

Cabinet member will present for final Cabinet approval

**A GRANT APPLICATION:** Upon submission of the grant application to agency, Lead will submit a copy to Barbara Mitchell/Budget and one to Contracts/E-Rate Services Dept

**A PROGRAM CONTRACT/MOU:** Any contracts to support the program should follow the regular Service Agreement process.

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PROGRAM PLANNING/GRANT APPLICATION CHECKLIST

<b>Name of Program/Grant Lead:</b>						
<b>Name of Program/Grant:</b>						
<b>PURPOSE OF THE PROGRAM PLANNING/GRANT APPLICATION CHECKLIST:</b> To notify all District departments and staff of a new program, project or grant application that will require District fund expenditures or grant requirements.						
<b>Brief Description of Proposed Program or Grant</b>						
<b>INITIAL CABINET REVIEW AND DATE OF REVIEW:</b> (Supt initials)						
<b>CONTRACT/E-RATE SERVICES DEPT REVIEW AND DATE:</b> (DIR of CES initials)						
<b>DOES THE PROPOSED PROJECT/PROGRAM IMPACT THE FOLLOWING:</b>	<b>YES</b>	<b>NO</b>	<b>IF YES, THIS WAS REVIEWED WITH WHOM:</b>	<b>COMMENTS</b>	<b>SIGN OFF BY DEPT HEAD OR DIR.</b>	<b>DATE:</b>
Accounts Payable						
Attendance						
Budget Services (for example:)						
Funding Source						
Dollar Amount / Indirect Cost						
Matching Funds						
Account Code						
Payroll & Benefits						
Educational Services						
Nutrition Services						
Facilities Services						
Human Resources						
Purchasing Services						
School And Community						
Site Personnel						
Support Services						
Technology Services						
Transportation Services						
<b>FINAL CABINET APPROVAL &amp; DATE:</b>						
<b>WHEN ALL DEPTS HAVE SIGNED OFF CHECKLIST IS RETURNED TO PROGRAM/GRANT LEAD</b>						