



DAVID DOUGLAS SCHOOL DISTRICT

GRANTS AND ACCOUNTING DEPARTMENT

GRANT REQUEST INSTRUCTIONS AND FORM #GR-F-001

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## I. Purpose

The purpose of these instructions and the Request Form is for DDSd staff to request permission from the Business Office to apply for a grant. To ensure success for grant applicants, the Business Office will provide feedback and support based on your responses. **Thank you for your cooperation!**

## II. Instructions

This document can be found on our website under [Departments/Business Services/Grants](#).

**Read this guide. Follow these steps:**

1. Complete the Grant Request Form in Section III, including the appropriate signature: If you work in a school building, have your principal sign; if you work in another building, have your supervisor or administrator sign. Contact the District Grant Writer/Manager in step 2 below with questions
2. Email the signed Grant Request Form to the District Grant Writer/Manager 10 days (don't count school breaks) before the grant application is due: [colleen\\_hathaway@ddsd40.org](mailto:colleen_hathaway@ddsd40.org) (x4750)
3. **PLEASE WAIT.** The District Grant Writer/Manager may ask you follow-up questions. She will consult with the Director of Administrative Services and then let you know if you can apply
4. If your request to apply was approved, and you are awarded the grant, follow steps in Section V

### PLEASE NOTE:

- a. If your grant is a state or federal grant, OR if it is over \$5,000, you must budget for indirect costs at 3.25% for FY 2022-23\*. If a cash match or in-kind is required, please identify it.
- b. If shipping is not an allowable cost in your grant, or if including it would exceed the grant limit, get permission from the staff signing the Request Form to use funding such as G99DONATE or your school's Booster Club. Some local items can be picked up
- c. Grantees must follow Business Office deadlines for spending. Typically, April 15 is the last day to submit Purchase Order requests and late May/early June for P-Card purchases. The Business Office sends out a memo in the spring. If you don't think you can spend all of the funds within the school year, please do not apply
- d. The District Grant Writer/Manager can help you create or revise your budget. Accounting ([ddsd\\_grants@ddouglas.k12.or.us](mailto:ddsd_grants@ddouglas.k12.or.us)) can let you know how much you have left to spend throughout the year. Grantees should also track their own spending. In addition, the grantee is generally responsible for reporting on measurable outcomes to the funder. The District Grant Writer/Manager can help.
- e. ***Prior grantee performance, including but not limited to items "c" and "d" above may be considered by the Director of Administrative Services when approving future requests. If you are having difficulty with implementing your project, please contact the District Grant Writer/Manager as soon as possible to get support***

### III. Request Form

1. Your Name:
2. Building:
3. Phone:
4. Email:
5. Name of Grantor, for example, DDEF, and link to grant:
6. Please write a BRIEF budget narrative in the text box AND complete a brief table. **Examples are provided below.** If you have them, attach copies of the application and budget.

Building	Items	Base Cost	Shipping Costs	*Indirect Costs (3.25%)	Total Funds Needed	Grant Request	Other Funds if needed

Budget Narrative:

7. Approval:

\_\_\_\_\_  
Building Principal/Supervisor/Administrator  
Printed Name

\_\_\_\_\_  
Building Principal/Supervisor/Administrator  
Signature

8. Email the completed and signed form to the District Grant Writer/Manager:  
[colleen\\_hathaway@ddsd40.org](mailto:colleen_hathaway@ddsd40.org)

## IV. Budget Examples

These are not exhaustive examples and are not meant to show the only way to fund a project. They are meant as a guide. If you have questions, [the District Grant Writer/Manager](#) can help you.

### EXAMPLE 1, Technology:

**Budget Narrative:** Menlo Park Elementary needs 30 iPads to replace outdated ones for one of its fifth-grade classes because some of the students' work needs to be completed online. The grant can pay for 20 iPads and the Technology Department is contributing 10 iPads. Each device is \$400. Shipping costs \$50.  $20 \times \$400 = \$8,000 + \$50 = \$8,050$ . Indirect costs are \$261.62 ( $\$8,050 \times .0325$ ) for a grand total of \$8,311.62. The grant limit is \$8,000. Our principal has approved paying for the indirect costs and shipping out of the building's G99DONATE account. The [DDSD Technology Department](#) recommended these compatible devices (SEE LINK HERE) and is also contributing 10 devices (in-kind):  $10 \times \$400 = \$4,000$  (SEE ATTACHED EMAIL FROM THE TECHNOLOGY DEPT.)

Building	Items	Base Cost	Shipping	Indirect Costs	Total Funds Needed	Grant Request	Other Funds
Menlo Park	20 iPads (LINK HERE)	20 iPads x \$400/each = \$8,000	\$50	$\$8,050 \times .0325 = \$261.62$	\$8,311.62	\$8,000	G99DONATE will pay shipping and indirect costs of \$311.62. The Tech Dept. will contribute 10 iPads (value of \$4,000)

### EXAMPLE 2, Furniture:

The High School will purchase furniture for one of its staff break rooms to encourage relaxation and reduce stress. The furniture is 20 years old and worn out. The grant limit is \$3,000. There are shipping costs of \$100 which our principal has agreed to pay out of G99DONATE. Total project cost is \$3,100. We have identified some possibilities for furniture that meets District standards per the [Purchasing Department's guidelines on their webpage](#). If awarded the grant, we will work with the Purchasing Dept. to determine our best options.

Building	Items	Base Cost	Shipping Costs	Indirect Costs	Total Funds Needed	Grant Request	Other Funds
High School	Staff Break Room Furniture	\$3,000	\$100	N/A	\$3,100	\$3,000	G99DONATE will pay \$100 for shipping

**Budget Narrative:** A new stereo system will encourage physical activity at AOMS to meet state guidelines. The cost is \$6,000 which includes delivery and installation by the vendor (SEE ESTIMATE). Indirect costs are \$195 (\$6,000 x .0325). Total project cost is \$6,195. Grant limit is \$3,000. Our Booster Club will contribute the balance of \$3,195. (SEE BOOSTER CLUB EMAIL ATTACHED). [DDSD Facilities](#) suggested this vendor and will work with them to install the system (SEE ATTACHED FACILITIES DEPT EMAIL ATTACHED).

**EXAMPLE 3, Equipment and Installation:**

Building	Items	Base Cost	Shipping Costs	Indirect Costs	Total Funds Needed	Grant Request	Other Funds
Alice Ott	Stereo System (ESTIMATE attached)	\$6,000	\$0	\$6,000 x .0325 = \$195	\$6,195	\$3,000	AOMS Booster Club will pay balance of \$3,195

## V. Next steps if you are awarded the grant

Contact [the District Grant Writer/Manager, x4750](#) for info on how to access your grant funds, budget codes and the purchasing process. **You will need budget codes and other information before you can make purchases.** The Purchasing Department has a thorough Instructions and Requirements Guide [on their webpage](#)

**See Grant Request Process Flowchart below**

## VI. Grant Request Process Flowchart

