

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 526
PROCEDURE:	GRANT APPLICATIONS		

BACKGROUND

The Christ the Teacher Catholic School Board encourages employees to apply for external grants to enhance division programs. Generally, grant applications should not be submitted to fund resources or programs that are normally provided by the Board of Education and/or school budgets. It is not the intent for grant applications to replace traditional funding for education.

PROCEDURES

1. Obtain an Intent to Apply for a Grant (ITAG) form posted on the division website.
2. Fill out the ITAG form requesting the approval of the school principal and director to process the grant application.
3. Each school is responsible for submitting the final proposal to the funder. The only exception to this is noted in #4 below.
4. Division-wide grants are to be submitted by the Director or designate.
5. When awards are received, a copy of the related notification correspondence from the funder, along with the award cheque (when a cheque is issued) and the copy of the signed final grant application is to be submitted to the Chief Financial Officer.
6. The project lead (contact person) is responsible for project implementation which must be in accordance with funder requirements, the intent of the application, and division procurement and management procedures.
7. The division will deposit the cheque and assign a code accessing the funds to the school or division.
8. Schedule the preparation of the follow-up report -- when required. This report will assess the success of the program and is key to receiving additional funding.
9. FOLLOW-UP:
 - 9.1. Submit a copy of the entire proposal, with signatures, to the Chief Financial Officer. This division is required to keep a copy of all awarded grants on file.
 - 9.2. Send a thank you letter/card to the funder.

- 9.3. Submit the required follow-up reports (if applicable). Tardy or missing reports reduce the chances of receiving future grants.

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