

# Thinking of applying for a grant?

## CUSD has a formal process!

Follow these 5 steps before applying for any funding or grants:

1. Complete the **Request to Submit Funding Application or Grant Proposal form\*** found on the CUSD website under **Forms for Staff**.
2. All grants must be authorized by your site principal or director (the grant administrator). Submit the completed form to the Superintendent's office.
3. Grants and funding applications are reviewed and approved by the Superintendent. You will be notified on the approval or non-approval of your request within two weeks via email.
4. If awarded, forward the award letter to the Superintendent's Office. The receipt of funds must be approved by the Board of Education prior to accessing money.



**Carmel Unified School District** SF 2210  
Request to Submit Funding Application or Grant Proposal  
All Grants Require District Office Approval. **WORK TO BE COMPLETED BY THE DISTRICT OFFICE APPROVAL WORK TO BE COMPLETED BY THE SUPERINTENDENT'S OFFICE.**

Site (Department): \_\_\_\_\_  
Site Director administrator's authorization: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of person submitting grant: \_\_\_\_\_  
Grade, content area, project utilizing grant: \_\_\_\_\_  
Title of proposal: \_\_\_\_\_ Program duration: \_\_\_\_\_  
Amount requested: \_\_\_\_\_  
This grant is  New  Continuing  
Items of funding money: \_\_\_\_\_  
Submittal deadline: \_\_\_\_\_  
 Will the funds be used strictly to support a project of the grant?  
\*Prior District approval will be required by the District to support the request. Requester may include, but is not limited to, staff, time, substitute, existing funds, facilities, equipment, materials, travel funds, or supplies. If none, please state NONE.  
Will this grant provide for any year with more than \$5000?  Yes  No  
Check any of the following that are required by the grant:  
 Research, data collection, or sharing  Money paid directly to an individual student or employee of CUSD  
Chief Business Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
**FOR DISTRICT OFFICE USE ONLY:**  
Board approval Date: \_\_\_\_\_ Approval Number: \_\_\_\_\_  
Account code: \_\_\_\_\_  
Circle to:  Site Department requesting grant  Superintendent  CEO  CAO  CTO

\*If applying for a FOCUS or Music Boosters grant, disregard the **CUSD Request to Submit Funding Application or Grant Proposal form** and use the forms aligned to those specific requests. The protocol parallels the steps above.

Questions? Email Tricia Zarevich | [tzarevich@carmelunified.org](mailto:tzarevich@carmelunified.org)

# Carmel Unified School District

## Request to Submit Funding Application or Grant Proposal

**ALL GRANTS REQUIRE DISTRICT OFFICE APPROVAL PRIOR TO SUBMITTAL**

**Submit this form to the Superintendent's Office**

Site/Department: \_\_\_\_\_

Site/District administrator's authorization: \_\_\_\_\_  
(grant administrator) Date

Name of person submitting grant: \_\_\_\_\_

Grade, content area, project utilizing grant: \_\_\_\_\_

Title of proposal: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Project duration: \_\_\_\_\_

This grant is:  New  Continuing

Name of funding source: \_\_\_\_\_

Submittal deadline: \_\_\_\_\_

How will the funds be used? *Attach a one-paragraph abstract of the grant*

What financial obligation will be required by the District to support this request? *Examples may include, but are not limited to staff, time, substitutes, matching funds, furniture, equipment, materials, travel funds, or installation. If none, please state NONE.*

Will this grant provide for any asset worth more than \$500?  Yes  No

Check any of the following that are required by the grant:

Research, data collection, or sharing

Social media or public endorsement by any representative of CUSD

Money paid directly to an individual student or employee of CUSD

Chief Academic Officer Approval: \_\_\_\_\_  
Date

Chief Business Official Approval: \_\_\_\_\_  
Date

Superintendent Approval: \_\_\_\_\_  
Date

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**FOR DISTRICT OFFICE USE ONLY:**

Board Approval Date: \_\_\_\_\_ Amount funded: \_\_\_\_\_

Account code: \_\_\_\_\_

Copies to:  Site/Department requesting grant  Superintendent  CBO  CAO  CTO