

Teacher Process

1. Submit proposal to Grant Coordinator (form to be created)
 - a. Must include project abstract and application information
 - b. Does not include crowd funding
2. Grant Coordinator will review with Business Administrator and approve
3. Grant applicant is responsible for all documentation
4. Grant coordinator will keep a list of approved applications
5. If grant is approved, Business Administrator will track funding
6. Payment will be 5% of the total grant awarded (minimum \$50)

Grant Coordinator Responsibilities

1. Quarterly report
2. Promotion of process
3. Share grant opportunities and information
4. Review applications with Business Administrator
5. Communicate application status and follow up with applicants to monitor progress
6. Provide feedback for improvements
7. Provide application coaching for staff as needed