

Grant Submission Check-List

Pre-Grant Phase

1. Research and Application

- Identify [foundation grant opportunities](#) aligned with classroom needs, check on the [grant timelines](#).
- Review eligibility criteria and application guidelines thoroughly.
- Review the [QPS Foundation Grant Rubric](#).
- Draft a project plan, including objectives, budget, and timeline.
- Be sure to review the plan with your building principal for approval.
- Gather required documentation.
- Submit the application before the deadline.

2. Preparation for Grant Submission

- Secure any necessary administrative approvals (principal, director).
- Develop a timeline for grant-funded activities.
- Identify vendors or suppliers for materials and resources, show local love.
- Establish a system to track grant spending and compliance requirements.

Post-Grant Award Phase

1. Grant Implementation

- Confirm receipt of funds and understand disbursement timelines.
- Order materials or services as outlined in the grant proposal.
- Implement activities or projects according to the approved plan.
- Maintain detailed records of expenditures (receipts, invoices).
- Regularly evaluate progress toward project goals.

2. Communication and Reporting

- Notify stakeholders about the grant award and its purpose.
- Document project milestones with photos, testimonials, or data.
- Submit Final Impact Report to the foundation as required.

3. Post-Grant Wrap-Up

- Assess the project's impact on students and learning outcomes.
- Write thank-you letters to the foundation and any other contributors.
- Share results with the school community.
- Retain records for future audits or grant applications.
- Reflect on lessons learned for future grant opportunities.