



PLEASE READ AND RETAIN TO HELP YOU WITH THE GRANT PROCESS

GRANTS DEPARTMENT, WASHOE COUNTY SCHOOL DISTRICT P.O. Box 30425,

Reno, NV 89520-3425 (775) 348-0332 (775) 333-5012 fax

Lauren Ohlin, Director of Grants **FY 24-25**

Ten Steps To Help Your Grant Succeed- RETAIN THIS PAGE FOR YOUR REFERENCE

Thank you for your interest in applying for a grant for your school on behalf of Washoe County School District. **As per the Washoe County School District Board of Trustees Protocol, the following steps must be taken to apply for a grant:**

1. **All grants** whether private/corporate, state, or federal **must be approved by the Grants Department** prior to submission. The proper approval form is the Grant Submission Form. In case of a particular school(s) qualifying for state or federal funding, the GSF may be exempt per the Director of Grants.
2. **Washoe County School District will serve as the fiscal agent on all grants.**
3. **Please complete (type) the attached Grant Submission Form (GSF)**, have it signed by your site administrator/supervisor, and return to the Grants Department via FAX to 333-5012, email or school mail. The Grants Department will route for approvals to pertinent departments and your area superintendent.
4. Please plan ahead: the Grants Department **needs at least TEN (10) working days to process your grant** once your Grant Submission Form has been approved. Some grants require longer lead-time to process, particularly if there is a large volume of schools applying or if there is a high volume of grants being processed in the department at the time.
5. Once the GSF is approved, you will be contacted by the Grants Department. A grant staff person will work with you to help you successfully submit the grant. During the writing process, a grant writer will also oversee the process to ensure all requirements of the grant are met. Additionally, the Grants Department **must** review every grant proposal to ensure the budget, evaluation or other grant requirements are correct and keeping with any and all District requirements.
6. **The Grants Department will submit the grant application on behalf of Washoe County School District, unless otherwise directed by the Grants Department Staff.**
7. If the grant is more than **\$100,000, it must go to the WCSD Board of Trustees for approval.** A Grants Department representative will inform you of the date your grant will be on the Board Consent Agenda. Please plan to attend this meeting.
8. If your school or site is directly contacted about the grant from a funding agency, **please call the Grants Department to inform and keep us up-to-date on this communication. A representative from the Grants Department will direct you as to how best to communicate with the funding agency.**
9. **If awarded the grant and the check is mailed directly to your school or site, please contact the Grants Department.** In most cases, the Grants Department will process the check and deposit it into a special grants account. Funding over \$10,000, or if it is for technology or personnel, **must** be processed through the Grants Department. Once the account is set up, you will be notified and your school representative will be able to access the account.
10. **Washoe County School District assumes no fiscal responsibility for the continuation or sustainability of any grant-funded project once the grant has expired and grant monies spent. In addition, all purchases made with grant funds (equipment and other non-consumables) remain the property of the Washoe County School District at the original site location and must honor the donor's intent.**

If you have any questions about the grant process, please contact **your Grants Department Team:**

Lauren Ohlin, Director of Grants
Randy Drake, Assist. Director of Grants
Jill Murdock, Grant Fiscal Adm.
Marianne Reger, Grant Writer
Danielle Howard, Grant Coordinator

348-0254
789-4617
348-0212
348-0356
789-4661

Melisa Villagomez, Grant Accountant 348-0337
Janett Sanchez, Grant Accountant 348-0333
Keely Lallment, Executive Assistant 348-0277
Michelle Robinson, Program Services 333-3752



WASHOE COUNTY SCHOOL DISTRICT GRANT SUBMISSION FORM

MUST BE TYPED (FORM EXPANDS)

PLEASE SEND VIA SCHOOL MAIL, EMAIL, OR FAX TO 333-5012.

RETAIN "Ten Steps to Helping Your Grant Succeed" for your information files.

Questions? Contact Marianne Reger, Grant Writer (mreger@washoeschools.net, 348-0356) or
Lauren Belaustegui Ohlin, Director of Grants (lohlin@washoeschools.net, 348-0254)

SCHOOL/SITE:		CONTACT PERSON:	
PHONE:		EMAIL:	
FUNDING SOURCE (IF KNOWN):		TOTAL AMOUNT NEEDED: \$	
WEB ADDRESS or ADDRESS of funding source			

1. How does your request fit into your School Performance Plan?

--

2. Will you be hiring personnel? ☐ Yes ☐ No

a. If yes, what position(s)?

--

3. Will you be purchasing technology (i.e. computers, iPads or other hardware with these grant funds?)*

☐ Yes ☐ No

4. If yes, please specify technology and the purpose of the technology.

--

b. Does your site have the infrastructure to support this technology? If not, do you have funding identified for the infrastructure?

--

- c. Will professional development be included for staff to learn how to use technology? ☐ Yes ☐ No

Please state type of PD. If no PD, please explain why.

--

d. Will you be purchasing software with these funds? If so, is it on the District's approved Digital list? Yes
<https://www.washoeschools.net/Page/12903>. No

e. How will ongoing licensing and support costs be addressed after the life of this grant? Do you have ongoing funding identified?

f. What type of support will be needed from the IT Department for the implementation and ongoing life of this project? Have you identified who will support this at your site?

4. Will school site or ground modifications be made using these grant funds?** ☐ Yes ☐ No
a. If yes, what type of improvements will be made?

5. Are matching dollars required for this grant? Yes No ☐ If so, is it
in kind or or cash

6. Briefly explain your project in three to five sentences:

How will the grant funds be used? Itemize anticipated expenses by category below.

Line Item Categories – Please type specific items in detail you want to purchase with grant funding.	Proposed Expenses		
	Requested Funds	In-Kind Contributions	Project Total
Personnel Salary <i>(not generally funded by Private Foundation grants).</i> Specific items in detail:			
Fringe Benefits <i>(For full-time, estimate 35% of total salary).</i>			
Materials <i>(i.e. Supplies, computers, printers, Interactive Whiteboards, iPods, books, art/music supplies, etc).</i> Specific items in detail:			
Equipment <i>(i.e. Items for which unit cost is more than \$5,000).</i> Specific items in detail:			
Travel <i>(i.e. Mileage, transportation, lodging, conference fees, etc.).</i> Specific items in detail:			
Contracted Services <i>(i.e. Costs that require a contract for services to be rendered, such as professional development or project evaluation).</i> Specific items in detail:			
Other			
TOTAL			

SIGNATURE APPROVALS

**Acceptable signatures include: A live signature in blue or black ink
or Adobe Acrobat E-signature with certificate.**

Site Administrator _____ Date _____

Director of Grants _____ Date _____

*IT /Educational Technology _____ Date _____

**Facilities Management _____ Date _____

Associate Chiefs, _____ Date _____

Other _____ Date _____

*Signature required if question 3 answered yes. **Signature required if question 4 answered yes.

Washoe County School District assumes no fiscal responsibility for the continuation or sustainability of any grant-funded project once the grant has expired and grant monies spent. In addition, all purchases made with grant funds (equipment and other non-consumables) remain the property of the Washoe County School District at the original site location and must honor the donor's intent.

KEEP PAGE 1 FOR YOUR REFERENCE

RETURN PAGES 2-5 TO THE GRANTS DEPARTMENT

VIA FAX at 333-5012, EMAIL, or SCHOOL MAIL (Grants Department/Admin Building).