

North Kansas City Schools External Grant Development Process

The following steps must occur **BEFORE** you make application for an external grant:

1. Fill out the Application for Permission to Apply for an External Grant. All parts of the form must be completed, including the financial part; regardless of whether or not the district is the fiscal agent.
2. Obtain signatures of the principal(s) of the building(s) impacted by the grant.
3. Complete application and send via e-mail to Dr. Chris Shanks-Director of Data and Accountability (chris.shanks@nkcschools.org). Include your last name as you save the document e.g.: Shanks-Grant Request.
4. All areas of the form will be reviewed and checked, including the calculations of numbers and program errors. If everything is acceptable, the form will be signed and submitted for district cabinet review at the next available meeting.
5. An e-mail indicating whether the grant process has been approved or declined for development, along with a faxed copy of signature pages will be sent for your records. At this point you may submit the grant application if approved.
6. Upon approval of the grant, contact Dr. Chris Shanks via email that the grant was received. This allows the accounting department to set up the appropriate accounts. Please know that any grants with salary amounts will need a district grant account set up, money cannot be deposited into an activity account.

****All district purchasing procedures and board policies must be followed when writing a grant. For example: No GIFTS for staff, no teacher salaries or stipends without previous approval by Human Resources, no purchasing of technology tools or equipment without previous approval by Instructional Technology.**

Please remember that these steps must be completed **BEFORE** you apply or agree to partner in any grant. You may reference Board policy DD for reference.

Contact:

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