

Grant/Project Funding Guidelines

- LBUSD requires that all applications for Federal, State, Foundation, and other funding of more than \$5000 be approved by the Board of Education **prior** to submission of application to the funding agency.
- LBUSD requires that any request to submit an application for project/grant funding support the District’s Strategic Plan, including the goals, mission and vision, and LCAP.
- LBUSD requires that all District Instructional/Intervention programs contain a sound evaluation and assessment design and that the program evaluation information be updated, compiled and shared annually for each year the funding is available.
- LBUSD may not approve proposals that require a match.
- LBUSD requires the following form to be approved: *Intent to Submit a Grant or Funding Request*
- **Do not submit any application unless you receive approval to do so by the Board of Education.**

Process to secure approval for a Funding Proposal:

1. Grant writer(s) must complete the form entitled, *Intent to Submit a Grant or Funding Request*. The form is available from the Grants Office or the District Website:
www.lbschools.net > Click “G” in Index > Click “Grants” > Click the link
2. Grant writer(s) must receive approval from site principal(s). Principal(s) must sign approval on the *Intent to Submit a Grant or Funding Request* form.
3. Submit a copy of the *Intent to Submit a Grant or Funding Request* form for approval to the Office of Grants and Funding: James Suarez, via email (jsuarez@lbschools.net). In addition to the form, the following items must be attached:
 - Link to the grant / funder information
 - Grant Proposal / Narrative
 - Budget and Budget Narrative
4. A review by will be conducted by Senior Staff and/or Business Office. Once the grant receives approval, it will appear as an item on the Grants Report in the Business Department Agenda for Board of Education approval.

Timing of Approval:

Plan Ahead. The timing for Board approval depends on the timeliness of the submission of the items listed in #3 above. The Senior Staff Board prep meetings are held Tuesdays. This would necessitate at least 13 business days prior to a scheduled Board meeting.

Example:

Mon	Tues	Wed	Thurs	Fri
(week 1) Latest to submit the items listed in #3 above.	Senior Staff/ Board Prep Mtg. For initial approval	<i>Board Meeting</i>		
(week 2)	For final approval →			
(week 3)		Board Meeting		

Board meeting schedule is found at: <https://go.boarddocs.com/ca/lbusd/Board.nsf/goto?open&id=BYWNR5611702>