



Process for Grant Application

Pre-Approval of Grant Applications

Lonoke School District staff and departments may apply for grants to enhance instruction and learning. These grants may be from federal, state, or local agencies, foundations or private donors. All grant applications must be pre-approved and coordinated through central office administration to ensure that they are consistent with district goals and policies, and are not competitive with Lonoke School District grant applications to the same agencies or donors.

Before Completing the Pre-Approval Grant Concept Form, print the [Principal's Approval Form](#). You will need to upload this form into Pre-Approval Grant Concept Google Form linked below.

Complete: [Pre-Approval Grant Concept Form](#)

Following is the procedure required prior to submitting any grant application on behalf of the district:

1. The applicant is to complete and submit the Pre-Approval Grant Concept Form advising of the applicant's interest and requesting permission to apply for the proposed grant. Commitments of current or future Lonoke School District staffing, resources, space, or financial requirements must be fully disclosed and will be carefully reviewed before approval is granted.
2. The form will be submitted to central office administration including but not limited to the Curriculum Director, Melissa Edwards and Assistant Superintendent, Amanda Rather.
3. After review, central office administration will either grant or deny the applicant's desire to submit the grant application to the funding agency. This process will be based on a scoring scale developed by the Lonoke School District to ensure the grant aligns with district goals.
4. If the grant required school or district resources including any match obligations, the grant must be reviewed before submission by Director of Finance, Tonya Weaver.
5. Upon submission of the grant, a copy is uploaded in the [Final Grant Submission Form](#), which electronically submits the grant to the Curriculum Director, Director of Finance, and the Assistant Superintendent.
6. If the grant is awarded, the applicant will submit written notification of grant award which will indicate the dollar amount of the award and funding period. If this grant needs a separate account that will be set up with the Director of Finance.
7. The Director of Finance will submit weekly updates to the applicant of grant funds expended, encumbered, and any remaining balances.