

Frequently Asked Questions

- 1. Our staff has an idea for a project that we would like to have funded. Are there any grants out there to apply for funding this project? How can we find out about these funding opportunities? Can your office help us in locating a potential fund source for this idea and assist in developing and writing our application?**

Our office will assist you in locating an appropriate fund source or put you in contact with someone who can assist you with this search. The Alliance for Education is also a good alternative source of information and technical support for local foundations, corporations and individual donors, as well as overall local fund-raising efforts. The Alliance may be contacted by calling (206) 343-0449.

- 2. We have an application that requires the Superintendent's signature. How can we get this signature? Does the application need to come to your office before it goes to the Superintendent?**

Normally all applications requiring the Superintendent's signature should be sent to our office for quality review and processing. We will obtain the Superintendent's signature. If you have an application, please schedule a convenient time to have your application reviewed and processed.

- 3. Our school recently applied for a grant and received the award. We have an agreement that needs to be signed and a check for deposit. What do we do with the check? Who needs to sign the agreement? Once this check is deposited, how can we access these funds?**

In this situation, you are encouraged to contact our office to determine whether the check should be handled through a grant account, dedicated self-help account or other account within the District's financial system. Ultimately all checks awarded to your school by an outside agency when the District will act as the fiscal agent should be taken to the Accounting Department for processing. The check should not be deposited in a private account. We will advise you when the agreement needs to be signed by the District's Chief Financial Office or the Superintendent, and the process to follow in securing the authorizing signature.

- 4. We have a grant program currently operating in our school. We would like to change our line-item budget for this program. Who can assist us in modifying the line-item budget for our grant program?**

For changes to your grant budget, you should contact the Grant Fiscal Analyst assigned to your school. The Grant Fiscal Analyst within the Office of Grant Services will help you make the desired changes to your grant budget.