

OFFICE OF CHRISTINE LIZARDI FRAZIER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Competitive Grant Application Checklist

- ✓ **Review Request For Application (RFA)**
 - Read the Request For Application and check the eligibility to ensure that KCSOS meets requirements.
 - Provide a Grant Application Summary (template provided) for the referral process, which provides an overview of the following information: funding agency, amount, length of grant cycle, matching requirements, deadline and project goals and activities.
 - Feel free to contact the Grant Development Director for examples and assistance.

- ✓ **Approval Prior to Beginning the Application**
 - Meet with appropriate supervisor, administrator and assistant superintendent to review the Grant Application Summary.
 - After approval either via email or initial on the Grant Application Summary, contact Grant Development Director to begin the process of completing the application.

- ✓ **Consultation with Grant Development Director**
 - Meet with the Grant Development Director for assistance on the grant application and budget development. The Grant Development Director will provide assistance with the following items-
 - framework of the document according to the grant application rules & guidelines,
 - budget development, which will later be approved by Business Services
 - technical writing and editing and
 - submission of grant application.

- ✓ **Secure Budget Approval from KCSOS Business Services**
 - Create a budget draft for approval from Business Services either using the budget forms provided by the granting agency in the application or the KCSOS budget template. The Grant Development Director and/or Business Services Office can assist during this stage in finalizing budget for the final approval.

- ✓ **Routing of the Grant Support Certification Form for Final Approval**
 - After finalizing budget, this is the last step prior to securing signatures from the KCSOS authorized agent and/or submitting grant online. The Grant Development Director initiates the LiquidOffice Grant Support Certification Form for final approval.

- ✓ **Submit Grant Application and Provide Copy for Archives**
 - Meet with Grant Development Director for assistance with final submission
 - Provide one copy of the grant for the KCSOS Grant Application Archives.