

OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Competitive Grant Application Checklist

Please contact Sarah Baron 636-4374 or sabaron@kern.org, Grant Development Director to assist with the grant development process. This checklist is a guide to help you in developing a grant application.

____ Read the request for application and certify that the intent of the application will align with KCSOS Strategic Goals-

- Improve student growth and achievement
- Maximize service to clients and improve access to resources
- Maintain a cohesive, productive and stable workforce
- Maintain fiscal stability, integrity, and accountability
- Provide responsive leadership as a community partner

____ Meet with appropriate supervisor and administrator for approval.

____ Meet with the Grant Development Director ***immediately at the beginning of the writing process (as soon as grant receives administrator approval)***. The Grant Development Director will facilitate the list of items below:

- Review of the RFA for guidelines
- Develop framework of the document according to the grant application rules & guidelines
- Assist with setting up budgets, including benefits & salaries, which will be approved by Budget and Purchasing Services
- Assist with technical writing in areas as needed
- Submit federal grant electronically using www.grants.gov
- Review reporting and auditing requirements
- Review evaluation requirements

____ Check with Personnel and verify that 1) all positions required by the grant are included within existing KCSOS Office positions and 2) the availability of potential applicants to fill these positions according to grant timelines and guidelines.

____ Receive budget approval from the Budget and Purchasing Services. The Grant Development Director will assist with this process.

____ Research a sustainability plan to ensure continuity of services after the grant funding has ended, if applicable.

____ Provide one copy of the grant for the KCSOS grant archives.