

Providence Public School District
External Partner Grant Procedures

The Providence Public School District (PPSD) Office of Development serves as the initial point of contact for all outside organizations who wish to partner with PPSD. All grant proposals for projects to be implemented within PPSD, *or requiring the involvement of the District*, must be approved by the Office of Development prior to proposal submission. The following procedure ensures that: 1) all proposals align with school and district priorities; 2) duplicate proposals are not submitted to funders from the District and/or partner organizations; 3) all proposals are accurate, well written, and submitted in a timely manner.

All external partners must allow 12 weeks prior to the proposal deadline to complete PPSD's grant procedure for government grants. All other grants require 6 - 8 weeks before to the proposal deadline to complete the grant procedure. If an organization seeks a letter of support for a project, the request must be placed no less than 2 weeks before the grant deadline. When external timelines do not allow for this amount of lead time, we ask that you make the Development Office aware of the upcoming deadline as soon as possible. We will do our best to support you, if possible within the time frame. The procedure is as follows:

1. Pre-Approval: Once a grant opportunity of interest is identified, complete the Pre-Approval Form. The form can be completed on the [PPSD Development Page](#) website under External Partners Pre-Approval.

2. Review of Intent to Apply Form: The Office of Development will review your form and speak to the necessary departments to secure project approval. PPSD will acknowledge receipt of your form within 2 business days and will provide feedback within 1 week.

3. Project Approval and Letters of Support: The grant writer will notify you in writing of the status of your pre-application. If your project is approved, and you require information or assistance from PPSD, you may ask the grant writer for assistance at this time. If you require a letter of support for your proposal, please provide a draft to the Office of Development. PPSD requires 2 weeks to secure the necessary signatures for a letter of support.

Only the Superintendent is authorized by the School Board to sign for PPSD. If the funder requires the Superintendent's signature or Letter of Support, the Development Office will forward the proposal, once approved, to the Superintendent for signature. If the grant requires the Principal's letter of support, the Development Office will need to provide District level consent, in writing, before a letter is authorized. Please be aware that the Superintendent is often out of the building; signature requests made with less than two weeks notice are difficult or impossible to fulfill.

4. Proposal Review and Approval: Once the proposal is complete, submit a copy to the Office of Development for review and approval. Please include all budgets and required attachments. Complete proposals must be submitted for review and approval before they are submitted to the funder. The proposal review process may take up to 5 business days, so please submit your

Providence External Partner Grant Application Procedures
For more information, please email grants@ppsd.org

proposal for review at least 5 business days before the proposal deadline, unless an exception is provided to you by the Development Office, in writing.

5. Proposal Submission: Notify the Office of Development once your proposal is submitted to the funder and provide us with a copy of your final submission. Let the Office know when you expect to hear back from the funder regarding the status of your proposal.

6. Notification of Grant Award: Please notify the Office of Development within 5 business days of hearing back from the funding agency. We will notify the proper PPSD Departments and ensure internal communication of the award. All grant proposals (awarded or otherwise) are tracked by the Department, so it is important to communicate this information to the PPSD grant writer regardless of funding status. Please notify us of any additional needs at this time, including approval signatures for awarded grants.

7. Grant Management and Reporting: Please keep track of all grant deliverables and outcomes during the grant period in order to properly meet grant reporting requirements. In addition, please provide a copy of all submitted grant reports to the Office of Development, and notify us when grant reports are submitted.