The Department of Partnerships, Development, & Marketing (PDM) tracks two different types of grant proposals: School-Based Grants and Central Office Grants. Consider the following questions to determine which type of grant you are planning to submit and then take a look at the procedures associated with that type of grant.

Can’t decide which type of grant you have? Contact Michelle Szczepaniak, Grants Specialist at 410-222-5370. We’re here to help!

- Are you requesting $10,000 or more?
- Is the grant funded by a governmental agency (federal, state, local)?
- Does the funder require signatures from the Superintendent or other authorized representative of the school system?
- If awarded, will the overall grant project be organized or managed by AACPS central office staff?
- Does the proposed grant project involve more than one school?
- Is an in-kind or cash match from the school system required?
- Will the grant project require any on-going financial sustainability after the grant ends?
- Does the proposed grant project involve any of the following expenses:
  - Stipends for salaries, substitutes, or additional staff?
  - Computers or other large technology hardware or software?
  - Modification or renovation of property?
  - Transportation for students?

**Grant Process Flow Chart**

If **no** to all

- **School-Based Grant**
  - Discuss funding opportunity with Principal and school-based team, when necessary.
  - Develop proposal narrative, budget, & attachments.
    - *Contact the Department of PDM for support, templates, and grant resources.*
  - Get final approval from your Principal
  - Submit the grant.
  - If awarded, report the grant on your school’s Annual Partnership Collaboration Form.

If **yes** to any

- **Central Office Grant**
  - Discuss funding opportunity with Supervisor and Content Area/Office/Division.
  - Submit completed Intent to Apply form with copy of RFP to the Department of PDM as soon as possible.
  - Work with your grant development team to complete a draft of the grant application, budget, and narrative. *Contact the Department of PDM for support, templates and grant resources.*
  - Submit final grant to PDM for review. PDM will review the narrative and budget and receive approval from:
    - Accounting & Budget
    - Assistant Superintendent or Executive Director
    - Deputy Superintendent or Chief Operating Officer
    - Superintendent
  - The Department of PDM will submit the grant.
  - Notify PDM when the grant is awarded or denied.