INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT

DISTRICT GRANT PROCESS IN PARTNERSHIP WITH

INDIAN HILL FOUNDATION

PTO INDIAN HILL PARENT TEACHER ORGANIZATION

INDIAN HILL BOOSTERS

1. Submission & Initial Review

- **Step 1:** Grant Application Submission – Teacher or staff member submits a formal grant request through the designated district portal or form.
- **Step 2:** Preliminary District Compliance & Funding Review – The District Office team reviews the application to verify eligibility, align it with district goals, and identify the optimal funding source (e.g., Title funds, departmental budgets, or external partners).
- **Step 3:** Internal Logging & Tracking – The request is officially logged into the district's tracking system to ensure visibility, monitor timelines, and prevent duplicate requests.

2. Partner Collaboration & Evaluation

- **Step 4:** Partner Organization Routing – The coordinator (Assistant Superintendent of Teaching and Learning) forwards the vetted application to the appropriate contact at external partner organizations (e.g., PTO, Boosters, or the Education Foundation).
- **Step 5:** Partner Review & Clarification – The partner organization evaluates the request based on their specific funding criteria. If necessary, they communicate with the Assistant Superintendent of Teaching and Learning to request additional details or clarifications.
- **Step 6:** Funding Decision Notification – The partner organization officially communicates its final funding decision (approval, partial funding, or denial) back to the Assistant Superintendent of Teaching and Learning.

3. Approval & Authorization

- **Step 7:** Applicant & Stakeholder Notification – The Assistant Superintendent of Teaching and Learning formally notifies the applicant (teacher) and relevant administration of the partner organization's decision and outlines the next operational steps.
- **Step 8:** Donation Acceptance & Board Approval – The partner organization transfers or pledges the donation to the district, and the item is placed on the Board of Education agenda for formal acceptance and approval.
    - Partner organizations should write a check to the Indian Hill Board of Education (attention: Mick Davis) along with a breakdown for grants that are being funded. This can be mailed or dropped off at the District Office.

4. Procurement & Closeout

- **Step 9:** Purchase Order (PO) Execution – Once Board approval is secured, a Purchase Order is generated within the district's financial system, and the authorized purchase is executed.
- **Step 10:** Asset Tracking & Documentation – Upon arrival, items are inventoried or tagged (if applicable), and copies of receipts/invoices are filed for financial auditing purposes.
- **Step 11:** Impact Reporting & Stewardship – The teacher provides a brief follow-up report to the partner organization.