



Division of Finance
Department of Grants and Federal Programs
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 Aurora, CO 80011

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The Grants Department is a partner for APS personnel in the development and management of grants. The Department’s role is to guide APS Schools and/or Departments through the application process. Upon award, the Department will also provide fiscal management, compliance monitoring, coordinate reporting requirements, as well as provide overall support, in conjunction with the appropriate APS division and/or department and/or school. In order to assist you, please complete this form and obtain the necessary approvals to begin the grant submission process.

Submit completed form to Grants Development Office at grants@aps.k12.co.us

Primary Contact Name	
Department or School Name	
Telephone	
Email	
Grant Funding Source (federal, state, foundation)	
Link to additional information on the grant opportunity	
Grant Proposal Area/Need	
Submission Deadline	
Matching or In-kind Amount Required	\$
Grant Request Amount	\$

APS 2020: Shaping the Future Strategic Plan - Core Belief:

Executive Summary – briefly summarize your project (250 word limit)

Budget Summary

Personnel	\$
Agreement for Services (bonus/stipends)	\$
Substitutes/Release Time	\$
Contractual	\$
Supplies/Materials/Equipment	\$
Travel	\$
Other (describe)	\$
Indirect Costs	\$

Total \$

Does the grant involve a research study or program evaluation?	Yes	No
If yes, I have contacted a Program Evaluator to ensure compliance with district policy and estimate the time and resources needed for the project.	Initial _____	
Will grant funds be used to purchase materials or services from a single vendor in excess of \$3,000?	Yes	No
If yes, I have spoken with a Grant Coordinator regarding policies and procedures for procurement.	Initial _____	
Will grant funds be used to purchase technology?	Yes	No
If yes, I will utilize the district's picklists , provided that the item needed is listed.	Initial _____	

Name and Signature of Grant Initiator	Date
Name and Signature of Supervisor	Date

District Administrator signature is required if the Supervisor is not a District Administrator. For example, if the Supervisor is a principal, the P20 Learning Community Director Signature would be needed.

Name and Signature of District Administrator	Date
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