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Division of Administration

Grants Administration Process Updates

To: All Staff

From: Jahantab Siddiqui  
Chief Administrative Officer

In accordance with Policy 4000: Grants, the Office of Grants within the Division of Administration has outlined the following procedures related to grants management within the school system.

1. Regardless of the grant award amount, staff are required to complete the HCPSS Intent to Submit a Grant Proposal form and submit it to the Grants Administrator prior to completing a grant application.
2. All grant-related routing and signature requests should be submitted through the Service Request system using the Grants Routing Request form at least 5-7 business days prior to the grantor's established deadline.
3. All official grant-related documents should be stored in the Grants Management SharePoint Site to ensure continuity in record keeping.
4. All grant-related board reports will originate in the Grants Office, with Grant Managers serving as collaborative partners.

All staff must adhere to the procedures described above to comply with Policy 4000: Grants.

The Office of Grants has created a [Grants Administration Canvas Community](#) to support Grant Managers through all phases of the grant life cycle. Grant Managers are encouraged to join this community. Additionally, any staff who have questions about these processes or need additional support are encouraged to contact Annette Bartlett, HCPSS Grants Administrator.

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