BALDWIN COUNTY PUBLIC SCHOOLS
LOCAL SCHOOL GRANT APPROVAL ROUTING SLIP

Applies to grant applications that involve computer software, hardware or use of BCBOE network or that involve improvements to grounds or buildings. Grant applications to any state or federal agency must be coordinated with applicable central office department. <u>All other grant applications may be approved by principal and processed completely at the local level.</u>

Date: _____

Title of Grant: _____

_____

Grantor Agency or Organization: _____

Amount of Grant Application: _____

School Originating Grant: _____

Please route/forward grant documents as follows:

	Date	**Signature (digital signature recommended)**	
☐	_____	_____	**Originator**
☐	_____	_____	**Principal**

Does grant application involve computer software, hardware or the use of BCBOE network?
☐ Yes ☐ No
If Yes, Route to Director, Information Technology Services for review/approval.

☐	_____	_____	**Director of IT**

IT Director will forward copy of all technology related grant applications to Superintendent.

Does grant application involve building or grounds capital improvements?
☐ Yes ☐ No
If Yes, Route to Assistant Superintendent, Operations, for review/approval.

☐	_____	_____	**Asst. Superintendent**

Return To Originator: _____

Comments/Instructions: _____

_____

ORIGINATOR MUST ENSURE THAT APPLICATION IS SUBMITTED WITH SUFFICIENT TIME FOR APPROVALS AND SUBMISSION TO GRANTOR AGENCY.