



# LPS Grants Workflow

## Stage 1: Initial Investigation



Review Request for Proposal (RFP)

- Is LPS eligible for the grant?
- Does the grant align with the goals and mission of the LPS?
- Are the funding levels adequate?
- Does the funding support current initiatives?
- Does the grant address an identified need?
- Are the deadlines realistic?
- Who will oversee the project?

Stop if not  
a good  
match

## Stage 2: Approval



Ready to move forward?

Complete Grant Proposal Request form. This form will be sent to your direct supervisor for approval.

Schedule a meeting with the grants office:  
[crocheleau@lowell.k12.ma.us](mailto:crocheleau@lowell.k12.ma.us) and  
[nnuon@lowell.k12.ma.us](mailto:nnuon@lowell.k12.ma.us)

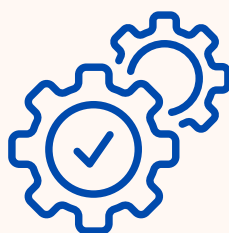
## Stage 3: Preparation



Review and develop the grant application

- Review all sections of the grant
- Create a timeline for the preparation of the required written and fiscal documents
- Identify stakeholders and potential community partners
- Evaluate district capacity for staffing, time commitment, and required activities

## Stage 4: Grant Submission



- Submit information on the grant for school committee permission to apply.
- Submit all documents to the grants office for review and editing.
- The budget must be reviewed and approved by the grants manager.
- Final step before submission is superintendent approval.

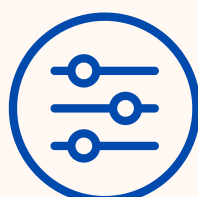
## Stage 5: Grant award



If/when the grant is awarded:

- Notify grants office
- Budgets will be set up in MUNIS so expenditures can begin
- Work with the business office on any contracts needed
- Work with HR if there are staffing needs

## Stage 6: Monitor progress and Adjust as Needed



- Monthly meetings with the grants office to review progress and monitor all spending
- Provide all required reports to the funder
- Collect all required data
- Work with the grants office If there is a need to adjust the plan or the budget.

## Questions?

Carolyn Rocheleau: [crocheleau@lowell.k12.ma.us](mailto:crocheleau@lowell.k12.ma.us)  
Navy Nuon: [nnuon@lowell.k12.ma.us](mailto:nnuon@lowell.k12.ma.us)

