Payne Grant 2018/2019 (Tier II)

Mission
To expand educational opportunities, foster pedagogical innovation, and enrich intellectual and cultural experiences for all learners in the Ipswich Public Schools by funding programs, projects, and instructional practices that are beyond the reach of available public funds.

Responsibilities of Grant Writers

1. Start of the process
- Obtain approval from building principals the grant affects
- Gain alignment with Superintendent on grant request

2. During the process
- Review rubric for Payne Grant evaluation process

- Obtain approval from Technology Director using the **Technology Approval Form** [If technology is requested]
- Complete the **Budget Detail Spreadsheet** [Required]
- Complete **Payne Grant application** with final approval from Superintendent [Required] *Note: Please use Adobe PDF Reader when completing the application*
    - Short Application - Grant requests below $15,000
    - Regular Application - Grant requests above $15,000
- Submit Grant package which includes the above 3 documents and any supporting information by May 9 to Central Office. Late applications are not accepted.

- Attend Allocations Committee meeting (to be scheduled)
    - Request rewrite/re-submission of grant request
    - Reject grant request
    - Approve the grant request to be presented to School Committee
        - Request rewrite/re-submission of grant request
        - Reject grant request
        - Approve and fund grant request

3. After the process (If approved by School Committee)
- Funding made available in July
- Use the **Payne Grant Reimbursement** and the **Payne Grant Requisition** form to obtain funds for your funded grant.
- Progress reports including final assessment of project completion provided to Ipswich School Committee and Allocations Committee at future meetings.

Mini-Grant/Payne Grant Info Session	April 5, 2018
Payne Grant Applications Due to Central Office	May 9, 2018
Allocation Committee Application Review	May/June 2018
Payne Grant Allocation Committee Meeting	TBD
School Committee Meeting	TBD

Please submit any questions to
Committee Chair Bandy Chin, sharpie958@gmail.com