

WAS THE GRANT AWARDED?



YES

**NOTIFY PRINCIPAL/SUPERVISOR or CEO
NOTIFY Grants Development office
NOTIFY Treasurer's office**

**Copy of Award notification to Grant Development Office
Send funds/check to YCSD Treasurer's Office**

**All grant awards will be approved by the
CEO's office.**

**Send Thank you letter to grant funder.
Set up budget with Grants Development Office
Original award letter and paperwork, copy of
grant proposal and budget to:
Grants Development Office**

NO

**Notify CEO or Direct
Supervisor and Grants
Development Office.**

**Request a feedback form
from the funder or
reader's comments, if
available on your
application.**

**Research other funding
sources for your project.**

KEEP TRYING!