

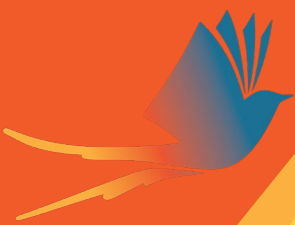


Student Activity Fund GRANTS

**Audrey Fitzsimmons,
Manager Grant Writing**

awfitzsimmons@okcps.org

405-587-0117



Student Activity Fund

Before applying for a grant...

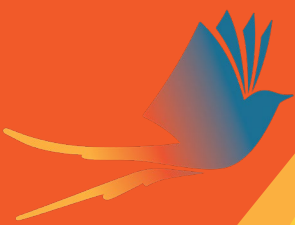
- ▶ **Teachers** – Need to coordinate with Principal
- ▶ **Principals** – Need to coordinate with Principal Supervisor
- ▶ **Principal Supervisors** – Need to coordinate with appropriate Director/ Administrator



Student Activity Fund

Intent to Apply

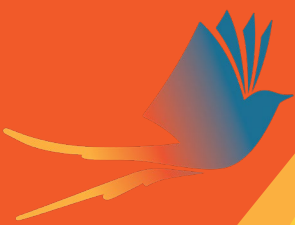
- ▶ **ALWAYS CONTACT Audrey Fitzsimmons BEFORE submitting an application and make sure all Teachers know too.**
- ▶ Please submit prior to applying for any grants or having a 3rd party apply on your behalf.
- ▶ Allows for the collection of necessary District-level approvals.
- ▶ Provide basic information – funder, amount being requested, district match, project description.



Student Activity Fund

Contracts, Agreements, Memorandum of Understanding

- ▶ Any grant-related contracts, agreements, or memorandum of understanding (MOU) must go through **IronClad** to be reviewed by the Legal department.
- ▶ Contracts, agreements, MOUs are to be signed at District-level by a Cabinet member.
- ▶ **ONLY** the Superintendent or designee can sign documents on behalf of the district.



Student Activity Fund

Oklahoma History Center Field Trip Grants

- ▶ This grant is now available through the OK History Center to help pay the transportation for field trips.
- ▶ This grant will cover several different historical museums.
- ▶ There is a \$2,000 maximum per school year for each site.
- ▶ Contact Audrey Fitzsimmons for the completed OMES Vendor form before applying.



Student Activity Fund

Oklahoma Arts Council Grants

- ▶ There are 3 grants that our schools frequently get from OAC
 - ▶ Essential Arts Education Grant – 2 grants of up to \$5,000 per year to bring artist program into your school
 - ▶ Capitol Art Field Trip Grant
 - ▶ Classroom Supply Grant - \$500 per year for art supplies
- ▶ Contact Audrey Fitzsimmons before applying so she can help you through the process.



Student Activity Fund

Award Notifications

- ▶ When an award notification (email or letter) is received let Audrey Fitzsimmons know.
- ▶ Otherwise the Grant money will not be loaded in your account for creating a Purchase Requisition.
- ▶ Most Grants are reimbursable, but we have to spend General funds and then the Grant money received reimburses the District.



Student Activity Fund

Most Important for Grants

- ▶ Email Audrey Fitzsimmons **FIRST** and she can help you through the rest of the process.