



**Grosse Pointe Foundation for Public Education (GPFPE)**  
**Grant Application Process**

1. Complete grant application. (Please note: Previous grants awarded must have had a final report or update. If not, this current grant will not be considered.)
2. A school administrator **must** sign and approve the application. Original signatures are required by our auditors.
3. Forward application to: Karen Lawrence  
[Karen.Lawrence@gpschools.org](mailto:Karen.Lawrence@gpschools.org)  
20601 Morningside.  
Grosse Pointe Woods, MI 48236
4. The application will then be sent to the GPFPE grant chairperson and the GPPSS Superintendent to determine if it is consistent with the district's strategic plan.
5. Applicants will be notified by the GPFPE if the grant is not approved by the Superintendent.
6. If approved by the Superintendent, the completed grant request will then be reviewed by the GPFPE Grant Committee for their consideration. Applicants will be notified by the GPFPE when a request is at this stage.
7. As part of the GPFPE Grant Committee review, applicants may be asked to participate in an interview or informal Q&A of your proposed grant request.
8. Applicants will be notified in writing from the GPFPE (within 90 days of submission deadline) if the grant request is approved, declined, deferred or on hold for further information.

**If approved by the GPFPE grant committee:**

9. Approved grants will need to be accepted by the GPPSS Board of Education at a regular monthly board meeting. Recipients will be notified of the board meeting and are encouraged to attend for public acknowledgement.
10. Grant recipients will need to submit a final report form, which is due within 30 days of grant project completion or an annual update for ongoing grants.
11. Visits to the classroom by members of the GPFPE Board to observe grant projects in action, as well as photos and testimonials are all encouraged once the grant project is underway.
12. Recipients will be expected to work with the GPFPE for possible media coverage and publicity.

**NOTE:** Approved grant supplies, equipment or programs are property of the recipient school. Special circumstances can warrant obtaining building administrator's consent to move any grant materials.