**Role Title:** School Grants Contact

**Description:** The School Grants Contact serves as an information conduit for the Office of Grants Acquisition.

**Department:** Grants and Acquisitions

**Contact:** Amy Holcomb holcoma@gcsnc.com

**Website:** [https://www.gcsnc.com/Domain/2575](https://www.gcsnc.com/Domain/2575)

- Find Grants
- Apply for Grants
- Pre-Approval Form
- Resources for Writing
- GCS Fact Sheet
- Terminology Defined
- School Grant Contacts
- Grant Approval Committee
- Partnership Grants
- Professional Development
- FAQs

<table>
<thead>
<tr>
<th>TASK</th>
<th>TIMELINE</th>
</tr>
</thead>
</table>
| **Host an Annual Grant Overview consisting of:**  
- Grant Policy and Procedures review  
- Grants Acquisition Webpage review  
- Pre-Approval Form review  
(I can actually create a PowerPoint deck that has all of this information if that is the easiest approach!) | February, 2018  
In future school years, please complete as a part of the beginning of school faculty meeting. |
| **Ensure that all grant applications and Donors Choose Asks are reported to the Office of Grants Acquisition.** | Ongoing |
| **Forward to your faculty the monthly Grants Acquisition Newsletter that features grant opportunities, grant writing tips, and grant winners.** | Monthly |
| **Complete an Annual Grant Report form, provided by the Office of Grants Acquisition, confirming all grants and Donors Choose Asks applied for and won by your school.** | May |