

OPSF On-line Grant Application Frequently Asked Questions

Applicants

- All OPSF grant applications must be submitted online. Links to all grant applications are available at: <https://www.olathepublicschoolsfoundation.org/foundation-programs/grant-programs>
- First-time applicants will be asked to create a new account.
- During the application process, the applicant will be asked to provide contact information for their building administrator/principal. This step only notifies them of the request for approval. It does not provide them with a copy of the grant.
- It is the applicant's responsibility to provide their building administrator/principal with a copy of the submitted grant. The applicant can make a PDF copy of the grant at the end of the application process. You can choose to email or print the PDF.
- Grants are considered pending or incomplete until building administrator/principal approval is received.
- Grants that use technology require approval by Matt Vrlenich, Chief Technology Officer. This process is the same as that for building administrator/principal approval. Grants that utilize hardware, software, wifi, etc. are considered pending or incomplete until approved by the CTO.
- Refer to the below images for examples.

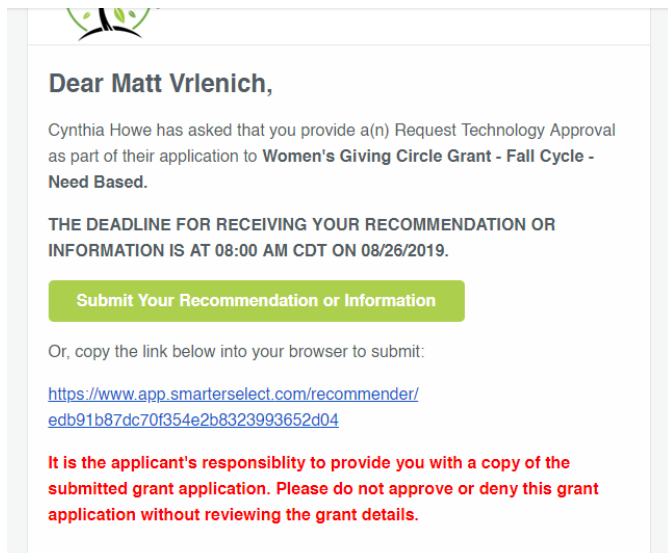
Building Administrator/Principal Approval

- All OPSF grant applications will be submitted online. Links to all grant applications are available at: <https://www.olathepublicschoolsfoundation.org/foundation-programs/grant-programs>
- As a building administrator/principal you may receive a request to approve a grant.
- You will receive an automated email with a link to the SmarterSelect website in order to approve or deny the grant. You will not be able to view the grant details in this way.
- It is the applicant's responsibility to provide their building administrator/principal with a copy of the submitted grant. The applicant can make a PDF copy of the grant at the end of the application process. They can choose to email or print the PDF.
- Refer to the below images for examples.

2019-20 School Year Deadlines

- Cycle 1: 9/18
- Cycle 2: 11/13
- Cycle 3: 2/19
- Women's Giving Circle Fall: 8/22
- Women's Giving Circle Spring: TBA

Sample Email



Sample Online Approval Page

Information Request for Cynthia VonFeldt

Women's Giving Circle Grant - Fall Cycle - Need Based TEST

Deadline: August 26 2019 08:00 AM CDT

If you have any questions or need assistance, please contact Olathe Public Schools Foundation at foundation@olatheschools.org

APPLICANT RESPONSES

Technology Approver's First Name: Matt

Technology Approver's Last Name: Vrenich

Technology Approver's Email: opsgranttesting@gmail.com

Address:

Grant Title: Test Grant

Help

Click Submit to submit your completed information request. You cannot change your information after this time. An e-mail notice will automatically be sent to the applicant that you have completed your request.

Click Save & Finish Later, if you cannot complete your information request at this time. You may return at a later time to finish your information request. Please click the link provided in the information request e-mail to access your request. Please complete your information request before the specified deadline.

[Print](#)

Grant Title: Test Grant

If you have any questions or need assistance, please contact Olathe Public Schools Foundation at foundation@olatheschools.org

Is it the responsibility of the grant applicant to provide you with a copy of the submitted grant. Please verify that you have seen a copy of the submitted grant application. *

☐ No

☐ Yes

Please indicate if you approve this grant application as it pertains to technology usage. *

☐ No

☐ Yes

Comments

Rich text editor with toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, etc.)

Submit

or Save & Finish Later

Help

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[Print](#)

For Applicants To Print a PDF

