

GRANT APPLICATION FORM

Adult Career and Technical Education (ACT) Department / Grant Resources

Complete and submit form with a copy of grant to Grant Resources.

Grant Title: _____					
Funding Source: _____		Person Requesting Grant Funds: _____			
Type of Funding / Source: <input type="checkbox"/> New Grant <input type="checkbox"/> Continuation Grant <input type="checkbox"/> Competitive / Discretionary CFDA #: _____ <input type="checkbox"/> Competitive / Discretionary CFDA #: _____ <input type="checkbox"/> Corporation <input type="checkbox"/> Foundation		Grant Information: <input type="checkbox"/> 1 year award <input type="checkbox"/> Multi-year Award <input type="checkbox"/> Requires cash match Amount: \$ _____ <input type="checkbox"/> Requires in-kind		Award Information: <input type="checkbox"/> Less than \$5,000 <input type="checkbox"/> \$5,000 - \$50,000 <input type="checkbox"/> \$50,000+ <input type="checkbox"/> In-kind / Product Grant Amount \$ _____	Necessary Capacity: <input type="checkbox"/> Instruction / Curriculum <input type="checkbox"/> I.T. (computers, network, etc.) <input type="checkbox"/> Construction Svs. <input type="checkbox"/> Transportation Svs. <input type="checkbox"/> Other: _____
Fiscal Management: <input type="checkbox"/> District Finance Office <input type="checkbox"/> School Internal Account <input type="checkbox"/> Other:					

Summary of the Program to be Funded:

District Impact / Capacity:				
Schools to be Served:				
# of Staff Involved:	# of students involved:	# of parents involved:	Business Partners Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	If funded, are there resources available to implement? (Staff, accommodations, etc.) List:
Across District Implications: <i>(How will this affect other aspects of the district? Zoning, transportation, morale, etc.)</i>				

Signatures Required for Grant Approval on Page 2

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Approval: <i>(signatures as needed)</i>			
_____		_____	
School Principal	Date	Executive Director(s) / Department Head(s)	Date
Additional Comments: _____			

GRANTS OVER \$25,000.00

These grants require School Board approval. GAF must be submitted 3 weeks in advance of grant deadline.

If Technology is included in the grant:

A memo, signed by the Cost Center Principal must accompany this form.

The memo must state:

- a) The school technology personnel has reviewed the physical capabilities of the area involved and that no additional wiring or electrical will be need to implement the grant beyond what is provided through grant funds.
- b) The memo must be **co-signed by Technology.**

If Facility Construction or Retrofit is included in the grant:

The memo must be **co-signed by Construction and the project have gone through committee review.**

Send this completed form and 1 copy of grant to:
PSC/Attn: Melissa Schwab, Grant Resource Specialist

Grant Resources Department:			
Board Approval Required <input type="checkbox"/> Yes <input type="checkbox"/> No Date:			
Date of Submission:	Amount Requested:	Amount Awarded:	Award Date: