

**Grant Application Summary Sheet**

**Timelines: This form and grant application/budgets must be submitted to the Superintendent five (5) days prior to the grant submission deadline. Grants requiring additional (not in-kind) matching of staff, material or funds MUST be formally approved by the Board of Education.**

Grant/Project Name: \_\_\_\_\_

Lead Applicant(s): \_\_\_\_\_ Position: \_\_\_\_\_

School/Department: \_\_\_\_\_ Grant/Fund Amount \_\_\_\_\_

Funding or Grant Source: \_\_\_\_\_

How does this grant align with mission of the school or district?

\_\_\_\_\_

What are the basic goals of the grant:

\_\_\_\_\_

\_\_\_\_\_

Does the grant require matching financial, staffing or in-kind contributions by the school or district, either during or after the grant ends?       Yes       No

If yes, what is the amount and source of matching funds or in-kind contribution? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are new staffing positions included in the grant?       Yes       No

If yes, indicate the positions, salaries and funding mechanisms:

\_\_\_\_\_

\_\_\_\_\_

Duration of Grant: \_\_\_\_\_ Application Due Date: \_\_\_\_\_

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant RFAs and completed applications must be submitted for review by the superintendent/designee and for necessary presentation for the Board of Education for approval.