

GRANT REQUEST APPROVAL FORM

Guidelines for district employees wishing to apply for a grant

- The superintendent of schools must approve your request before you apply for any grant so that proper accounting, budgeting and auditing measures can be taken, if needed.
- This form must be completed, with supervisor approval, and sent to the Central Office at least two weeks before the grant application deadline. Additional time before the deadline, if possible, will allow you more time to apply for the grant after approval.
- All grant monies awarded must be approved by the Eudora Board of Education before the funding can be accepted.

Your information

Today's date _____

Your name _____

Your title/position _____

Your building assignment(s) _____

Information about the grant

Name of the grant _____

Grant organization (company, foundation, etc., making the grant) _____

Your intended use of the grant monies, if awarded: _____

Amount of your grant proposal \$ _____

Matching funds are required if we receive this grant: No Yes, in this amount: \$ _____

Agreement

I understand that I must receive the superintendent's approval before applying for this (or any other) grant. By signing my name below, I also acknowledge that I have read and understand the guidelines listed at the top of this page. If this district request is approved by the superintendent, I will provide a photocopy of the final grant application to the district office at the time I apply for the grant.

Signature of employee applying for grant _____ Date _____

Signature of employee's principal/supervisor _____ Date _____

Approval for grant application

Approved Not approved Employee and supervisor notified of decision

Signature of superintendent _____ Date _____

Additional notes: