



Grant Review Application

When an individual, department, grade level, school, or other group in the district wishes to apply for a grant from any agency, public or private, the party making the request should complete and submit a GCS application packet for review.

The primary objectives for this internal review are: (1) to avoid duplication of requests where duplication would be detrimental, and (2) to avoid being involved in projects which would ultimately be costly to the Board of Education.

Review Information

Person(s) applying for grant _____

School(s) _____ Date _____ Email _____

Title of grant project _____

Grant source _____

Time period for grant _____

Amount requested _____ Due date for grant proposal _____

Packets must contain the following items. Incomplete grant application packets will not be reviewed.

- 1) This application form, completed;
- 2) A narrative describing how the project will improve student achievement and how it will meet any special requirements of the specific grant source. (2 paragraphs maximum)
- 3) A proposed budget including if local matching funds are required. If matching funds are required, what is the monetary amount of the matching funds, and how will your secure funds to meet the obligation? (1/2 page maximum)

Submit the complete application packet via interoffice mail to Dr. Amy Parker, Director of Communications, Central Office. ajparker@gcbe.org. Keep a copy for your files.

Grant requests will be reviewed and grant writers will be notified of system approval, via email, within 2 weeks.

Grant proposals should not be submitted to the grant source unless approved at the system level.

Applicant Signature _____ **Date:** _____

Building Principal / Supervisor Signature (required) _____

Central Office use only:

Date received at CO _____ Is the application packet complete? Yes _____ No _____

Date reviewed _____ Approved _____ Not Approved _____ Initials _____