

# KENT CITY SCHOOLS GRANT REQUEST FORM

**This form must be completed and submitted to your building administrator no later than two weeks prior to the grant application deadline.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Building \_\_\_\_\_

Grant Name or Source of Funds \_\_\_\_\_

Please attach a copy of the grant application materials and provide the following information:

1. Explain purpose and how project will align with the Ohio Learning Standards and/or other specific district initiatives:

2. Timeline of grant project:

3. Budget:

4. Board matching funds required, if any:

5. Additional district resources required:

6. Effect/impact on other buildings, if any:

7. Release time involved. Please describe:

8. Additional staff members involved:

9. Requirements/plans for sustainability of the project after all grant funds are expended:

Signature of Applicant\_\_\_\_\_ Date\_\_\_\_\_

Signature of Building Administrator\_\_\_\_\_ Date\_\_\_\_\_

Director of Instructional Program Signature\_\_\_\_\_ Date\_\_\_\_\_

Treasurer Signature\_\_\_\_\_ Date\_\_\_\_\_

Approved: Yes  No

Note: A copy of this form will be returned to the applicant whether or not the request has been approved. If the request is approved, the grant may then be submitted. Please send a complete set of submitted grant materials to the Treasurer's Office. If awarded, please notify the Treasurer's Office immediately.

**\*Reminder: All items/materials purchased through any grant funds become and remain the property of the Kent City Schools, not individual teachers.**