



# GRANT PRE-APPLICATION AND APPROVAL FORM

Pursuant to AD 2.400.2, prior approval is required by the Communication Director and Finance Director **prior to submitting a grant application**. Please complete the following application and e-mail to [lisa.trail@cityschools.net](mailto:lisa.trail@cityschools.net) and [daniel.owens@cityschools.net](mailto:daniel.owens@cityschools.net). **The grant application with budget form and assurances must be attached to this document.**

**Requestor Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## PROJECT INFORMATION

**Project Title/Grant Name:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_

**Grant Application Deadline:** \_\_\_\_\_ **Project Period:** \_\_\_\_\_

**Grant Amount:** \_\_\_\_\_ **Will items/materials be received?**  Yes  No

**Are matching funds required?**  Yes  No **If yes, list amount:** \_\_\_\_\_

**School(s)/Grade(s) Served:** \_\_\_\_\_

**Brief description of activities funded by the grant:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Are new or additional positions required by the grant?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Does the grant have any equipment/facility requirements?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Does the grant activity require student transportation?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Will MCS be required to continue activities after grant funds expire?**  Yes  No

If yes, for how long? \_\_\_\_\_ Anticipated source of funds to sustain project: \_\_\_\_\_

Project Director and Other Key Personnel		
Name	Title	E-mail

My signature below confirms that I have reviewed Administrative Directive 2.400.2 and Board Policy 2.400, and I understand the requirements of grant funding requestors.

Requestor Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

Finance Director Signature \_\_\_\_\_ Date Approved \_\_\_\_\_ Communications Director Signature \_\_\_\_\_ Date Approved \_\_\_\_\_