

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**

Descriptor Term: Grant Application Approval	Descriptor No: AD FM5	Effective Date: 5/01
	Revised: 4/12; 2/14; 9/18; 7/19; 7/21	

1 Murfreesboro City Schools encourages its employees to seek sources of grant funding for enhancement
2 of services to the children and citizens of Murfreesboro. However, because such funding generally
3 comes with certain requirements, (i.e. matching funds, accounting and reporting, continuation of
4 services, etc.) it is important that each new funding source receive administrative review and
5 concurrence prior to application for such funds.
6

7 Accordingly, the attached form must be completed by all employees in all departments before an
8 application for grant funds is made regardless of the source of funds. Once the grant application is
9 completed, copies should be forwarded to the Communications Director and the Director of Finance.
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14 Board Policy 2.100

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16 Attachment A—Pre-Application Information/Approval for New Grants

MURFREESBORO CITY SCHOOLS

PRE-APPLICATION INFORMATION/APPROVAL FOR NEW GRANTS

Date Submitted _____

Person(s) Submitting This Request: _____ Email/phone: _____

Grant Name: _____

Funding Agency: _____

Project Period: _____ How Many Students Will This Impact? _____

Amount of Grant: _____ School(s)/Grades(s) Served _____

Match Required: YES / NO (Cash) Amount: _____ (In-Kind) Amount: _____

Is Continuation of Project Required after Funding Expires: Yes / No If Yes, for How Long: _____

Brief Description of Activities Funded by the Grant:

What New/Additional Positions are Required By the Grant? Explain Type and Assignment if Any:

Any Transportation Requirements? Explain When, Where, How Many Students, etc.:

Any Equipment/Facility Requirements? Explain What is Needed:

Person(s) Responsible For the Program:

Grant Application with budget page and assurances must be attached to this document.

Pre-Application Approval:

Grant Coordinator

Finance Director

Director of Schools