

**CITY SCHOOLS FOUNDATION GRANT APPLICATION COVERSHEET
Summer 2019**

The cover page (items 1 & 2) information should be included in a separate pdf page than all other information.

1. General Information

Teacher name: _____

School: _____

Grade/Subject taught: _____

Email Address: _____

2. Signatures

Applicant signature(s) _____

Principal's signature: _____

Has applicant signed and enclosed "acknowledgement of rules" form? _____

**Application deadline of Thursday, September 18, 2019 4:00pm.
Send to lisa.trail@cityschools.net and copy your school principal.**

All awarded grant dollars must be spent prior to May 1, 2019 or monies will be returned to the foundation for future grants.

3. Project Information

Name of project: _____

Provide a brief statement describing project: _____

Number of students to benefit from project within six (6) months of funding: _____

Will project resources be available for future students?: _____

Total amount requested:\$ _____

Is itemized list of expected costs included with application? _____

4. Detailed project Information

Application must be no more than two (2) typewritten pages describing the proposed project. No more than 4 additional pages may be included for specific product information, supportive documentation and/or itemized list of expected costs/expenses for the project.

**CITY SCHOOLS FOUNDATION GRANT APPLICATION – 2019 Back to School
APPLICANT ACKNOWLEDGEMENT OF RULES**

The undersigned employee(s) of the Murfreesboro City Schools has completed an application for the Murfreesboro City Schools Foundation’s 2018 grant program. The undersigned has acknowledged the following rules of the program, and affixed their initials as appropriate.

(read carefully, failure to follow rules may result in a rejection of grant request)

_____ All applications must include the preceding coversheet and rules acknowledgement, and include all information and required signatures.

_____ All grant applications are to be submitted via email as two PDF documents with subject line: CSF Grant application. Typed pages should be double spaced, using 10-12pt font. The first pdf document should contain the application coversheet and should be named: Teacher last name, School, CSF Grant Name. (ex: Johnson, Scales, Farming for STEM); the second PDF should be completely anonymous and named CSF Grant Name. (ex: Farming for STEM)

_____ Not including the coversheets or this rule acknowledgement, each application must be no more than two (2) typewritten pages describing the proposed project. No more than 5 additional pages may be included for specific product information, supportive documentation and/or itemized list of expected costs/expenses for the project.

_____ The City Schools Foundation emphasizes improvements in the areas of STEAM. However, grant applications with a focus on other areas of learning will be considered this year.

_____ The grant review process is undertaken by volunteers and Foundation trustees who may have involvement with Murfreesboro City Schools, its teachers, schools or students. For this reason, all grant applications must be **completely anonymous**. Other than the coversheet and rule acknowledgement, applications cannot contain 1) names of schools, teachers, principals or students 2) demographic or socioeconomic descriptions which may reveal the identity of the recipient or recipient’s school, 3) any information whatsoever which may reveal the identity of the recipient teacher, or their school.

_____ Funding of successful grant applications is contingent on the applicant continuing to be employed by the Murfreesboro City Schools. In addition, all equipment, books or other materials purchased with grant proceeds will remain the property of the Murfreesboro City Schools and must be left with the school if the initial grant recipient ceases employment.

_____ All grant applications must be received by Lisa Trail in the Central Office by 4:00 pm on Thursday, September 18, 2019.

_____ Any violation of these rules, intentional or unintentional, will result in immediate rejection of a grant application, regardless of its merit.

_____ Unspent grant dollars, as of May 1, 2019, will be returned to The City Schools Foundation.

Dated: _____

_____ Applicant(s)