



-- P R O P O S A L --
REQUEST FOR FOUNDATION GRANT

**EL RENO
PUBLIC SCHOOLS
FOUNDATION, INC.**

**Individual
staff
member**

**NOTE: For Spring grants,
this is the only type of
application accepted.**

PROJECT: _____

TITLE: _____

Applicant's Name: _____

Grade Level of Students to Benefit: _____

Building: _____

Applicant's Position in System: _____

Total Amount of Grant Requested: _____

Signature of Applicant: _____

Approval by Principal (Signature): _____

Date Submitted: _____ **Proposed Turn-In Deadline:** **MAY 1, 2005**

NOTE: Funds to cover professional development may be requested through any type of grant.

ATTENTION: Please submit your proposal to Central Office. Your proposal will then be given to the Allocation Committee, EL RENO PUBLIC SCHOOLS FOUNDATION.

** Cover Sheet **

Post Office Box 356 * El Reno, Oklahoma 73036

EL RENO PUBLIC SCHOOLS FOUNDATION, INC.

PROJECT TITLE: _____

DATE: _____

1. One paragraph summary/description including the major need the project addresses:

2. Total budget request (including shipping): \$ _____

3. Describe your project including your objectives, materials you will need and methods you will use. Be very specific as to types of materials being requested. Are they paper workbooks, software or hardware?

EL RENO PUBLIC SCHOOLS FOUNDATION, INC.

PROJECT TITLE: _____

DATE: _____

7. **DETAIL** your budget request below. Include specific information as to kinds of materials and equipment needed, sources of supply and costs. Categories to be used could be items such as rent, shipping, handling, transportation, honorariums, materials, books, equipment, software or hardware.

If the grant is awarded, it is the responsibility of the recipient to provide a copy of all invoices to the encumbrance clerk in the school administration building when the materials have been received.

EXAMPLE:

<i>Item</i>	<i>Supplier</i>	<i>Budget Amount</i>
Six (6) "Learning to Read" (books) "third edition, 1999" by Jones/Brown	The Supply Company P. O. Box 333 Town, State, Zip	\$35.00 + 3.50 Shipping & _____ Handling \$38.50 Total

INSTRUCTIONS

Use the space below for budget detail:

EL RENO PUBLIC SCHOOLS FOUNDATION, INC.

- 8. THIS PAGE WILL BE USED TO LET YOU KNOW THAT YOUR APPLICATION HAS BEEN RECEIVED BY THE ALLOCATION COMMITTEE.**

IT WILL BE REMOVED FROM THE REST OF THE APPLICATION AND RETURNED TO YOU THROUGH THE INTERNAL SCHOOL MAIL.

You can assist in this return by placing your name and the name of the building (where you receive your mail) below:

Your name: _____

Your building: _____

NOTE: If you do not receive the return of this page within three days following the deadline for submitting applications, notify your building principal.

PLEASE RECALL: Any property purchased through this grant remains in the said school and belongs to the El Reno School District.

If the grant is approved, then

THE RESPONSIBILITY IS YOURS: You are to manage the processing of the grant. You will take to the encumbrance clerk in the school administration building information as to specific amounts and specific companies (along with mailing addresses); together you will encumber the project and compose purchase orders which are to be mailed.

NOTE: When you have received the materials, take the invoices to the encumbrance clerk or school treasurer for payment processing; sign the invoices to verify receipt of materials.

NOTE: If it is an honorarium that is a basic part of the grant, notify the encumbrance clerk when the service has been rendered and payment is in order.