El Reno Public Schools Foundation, Inc.

Walker High School Grant

Thank you for your interest in the El Reno Public School Foundation's **Walker High School Grant**. To insure anonymity during the selection process, **please put your name and your location on the cover sheet and the last page only.**

Walker Grant is limited to El Reno High School. We encourage applicants to apply much like they would for grants to teachers, for projects or items (to enhance the classroom experience), not included in the regular school budget.

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

Grant can be filled out online and then printed.

PROJECT: _____

TITLE: _____

Applicant's Name: _____

Building: _____

Applicant's Position in System: _____

Total Amount of Grant Requested: _____

Signature of Applicant: _____

Date Submitted: _____

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.

EL RENO PUBLIC SCHOOL FOUNDATION, INC.

PROJECT TITLE: _____

DATE: _____

4. Give a time schedule of implementation.

5. Approximately how many students will be affected by this project, both directly and indirectly? Are these resources reusable from year to year?

6. How will you determine whether your objectives have been achieved and whether your project is successful?

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.

_____

INSTRUCTIONS
Use the space below for budget detail:

PLEASE RECALL: **Any property purchased through this grant remains in the recipient's site and belongs to the El Reno School District.**

If the grant is approved, then <u>THE REPONSIBILITY IS YOURS;</u> 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.

NOTE: When you receive the materials, take the invoices to the encumbrance clerk for payment processing; <u>sign the invoices to verify receipt of materials.</u>

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.

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, please notify Curtis Blanc or Randy Hurst.

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