



EL RENO PUBLIC SCHOOL FOUNDATION SCHOOL SITE GRANT

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

School Site Grants are limited to El Reno Public Schools. 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.

PROPOSAL REQUEST FOR GRANT FUNDS

Project Title:	
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Applicant's Name	
Applicant's Email Address	
Applicant's Position in ERPS	
Applicant's School Site/Grade	
Total Amount of Grant Funding Requested	

Applicant's Signature

Administrator's Signature

Technology Director's Signature (if request includes software, hardware, or connectivity)

Date Submitted

*ATTENTION APPLICANT: Please submit your proposal to the **Monica Brower**, Grants Manager. Your proposal will then be given to the ERPSF Allocation Committee.*

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<i>1. One paragraph summary/description including the major need the project will address:</i>	
<i>2. Total budget request (including shipping)</i>	
\$	
<i>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.</i>	

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<i>4. Give a time schedule of implementation</i>

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

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

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7. *Detail your budget request below. Include specific information as to the 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. Attach vendor quotes, as appropriate.*

Quantity	Description	Cost per Unit	Total Cost
	SHIPPING AND HANDLING		
	TOTAL		

VENDOR(S) NAME, ADDRESS, CITY, STATE, ZIP, PHONE NUMBER (INCLUDING AREA CODE), FAX NUMBER (INCLUDING AREA CODE), WEBSITE ADDRESS, EMAIL OF

CONTACT

Please recall: Any property purchased through this grant remains in the recipient's site and belongs to El Reno Public Schools; grant purchases are not owned by the grant's author or his/her designee.

If the grant is approved, the purchasing responsibility belongs to the grant's author. The author is to manage the processing of the grant requests. The author must complete the ERPS Purchase Request, and submit the request plus all supplier quotes, to the ERPS Finance Department. Upon receipt of the materials and equipment, submit packing slips, invoices and/or related documentation to the ERPS Finance Department. Sign all documents submitted regarding this grant and related purchases.

If an honorarium is to be paid from these grant funds, notify the ERPS Finance Department about specific documents required for encumbrance and payment.

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This page will be used to let you know is/when your application has been received by the ERPSF Allocation Committee. It will be removed from the rest of the grant application and returned to you through internal school mail.

Applicant's Name	
School Site	

If you do not receive this page within three (3) days following the deadline for grant submission, please notify your building principal.

NOTE: MAKE A COPY OF YOUR COMPLETED GRANT APPLICATION AND SUPPORTING DOCUMENTS *BEFORE* SUBMITTING YOUR APPLICATION. THE ORIGINAL GRANT APPLICATION *WILL NOT BE RETURNED TO YOU.*

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