



EL RENO PUBLIC SCHOOL FOUNDATION INDIVIDUAL STAFF MEMBER/CLASSROOM 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.**

Individual Staff Member/Classroom Grants are limited to El Reno Public Schools. Grant proposals should focus on creative and innovative projects which enhance the classroom experience and are 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 (<i>\$1,000 maximum</i>)	

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 Monica Brower, Grants Manager. Your proposal will then be given to the ERPSF Allocation Committee.

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1. One paragraph summary/description including the **STATEMENT OF NEED** the project will address:

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2. Total **budget request** (including shipping)

\$

3. Describe your **PROJECT OBJECTIVES**. Be very specific about how the materials being requested meet your need and objectives.

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4. Describe the **GRANT ACTIVITIES** to be conducted with the resources requested in this proposal.

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<p>5. Give a TIMELINE for implementation</p>

<p>6. How many students will be IMPACTED by this project, both directly and indirectly? Are these resources reusable from year to year?</p>

<p>7. How will you EVALUATE the success of your project?</p>

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8. Detail your **BUDGET** request below. Include specific information regarding the kinds of materials and equipment needed, sources of supplies, and costs. Categories to be used could be items such as rent, shipping, handling, transportation, honorariums, materials, books, equipment, software, or hardware. Attach **DOCUMENTATION** such as vendor quotes, catalogue pages, screen shots, etc. Maximum foundation funding is \$1,000. If this proposal exceeds the maximum funding, include other funding sources to be used which will ensure the project is completely implemented.

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

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Additional funding sources and amounts, as needed:

Source(s) of additional funding:

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ACKNOWLEDGEMENTS

I understand and acknowledge that any property purchased through this grant remains in the applicant's original site and belongs to El Reno Public Schools. I further understand and acknowledge that grant purchases are not owned by the grant applicant or his/her designee.

I understand that if the grant is approved, the purchasing responsibility belongs to the grant applicant. The applicant is to manage the processing of the grant requests. The applicant 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, the applicant must submit packing slips, invoices and/or related documentation to the ERPS Finance Department.

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

By signing below, I acknowledge that this proposal is accepted and reasonable for the grade level(s) and/or subject(s) for which I am assigned to teach.

Applicant's Signature	
School Site	
Date	

PLEASE ATTACH QUOTES FROM VENDORS AND/OR DOCUMENTATION (COPIES FROM WEBSITES, CATALOGUES, ETC.) FOR ITEMS YOU ARE REQUESTING.

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.