GRANT APPLICATION APPROVAL FORM

Prior to the submission of every grant application to a funding agency, return a completed Grant Application Approval Form and a completed Notification of Responsibility Form to a District Administrator, along with a copy of your completed grant application.

Superintendent's Signature Required: *The Grant Application Approval Form* along with one original and one copy of the completed application must be submitted to the Administration Office **no less than 5 business days prior** to the application deadline. The Superintendent will contact you within 3 business days with notification as to whether you are approved for submission or not. (Be sure to plan ahead if your application requires the Superintendent's signature, as he may not be available to sign your application at the last minute. Consider checking with his office to make sure he will be available the week your application is due.) The Administration Office will contact you to let you know when the signed application is ready for pick up.

No Signature or Applicant/Principal's Signature Required (Grants over $2,500): *The Grant Application Approval Form* along with a copy of the completed application must be submitted to the Administration Office **no less than 5 business days prior** to the application deadline. The Administration Office will contact you within 3 business days with notification as to whether you are approved for submission or not.

No Signature or Applicant/principal's Signature Required (Grants $2,500 or less): *The Grant Application Approval* Form along with a copy of the completed application must be submitted to the Administration Office on the same day the application is submitted the funding agency.

Application Deadline		Proposal Status	New grant:	Continues existing grant:	
Funding Agency Name					
Type of Agency	State:	Federal:	Foundation:	Private:	Other:
Title of Grant Opportunity/Program					
Superintendent's Signature Required (select one). *Be sure to tab the application pages requiring signatures.*	Yes or No	Grant request above $2,500 (select one)	Yes or No	Internal Office use ONLY: Administration Office Approval	
Application Drafter	Name:			Phone Number:	
Building Assignment:		Email:			
Project Title and Brief Description					
Total Budget:		In-kind/Matching Required Select one	Yes or No	If yes, list matching source and amount.	
Schools/Classrooms/Programs Benefited					
Beginning Date of Grant		Ending Date of Grant			

Submit the completed Grant Application Approval Form and appropriate copies of your completed application to the Administration Office.