



"An Education of the Mind and Life"

GRANT APPLICATION CHECKLIST

2009-2010 Deadlines: September 21; January 15; March 24

❖ PROJECT DETAILS

- Please describe the project, including a timeline.
- What are the goals of the project?
- How many students will benefit immediately from this project?
- Will the project benefit future BTW students?
- Are there other long-term benefits for the BTW community?
- Are there similar programs or activities at BTW?
- If equipment is being purchased what is the expected life of the equipment and what safeguards will be used to protect the equipment?

❖ FINANCIAL INFORMATION

- What is the total cost for the project? Please supply a detailed budget including vendor bids, shipping and handling costs, etc.
- In an effort to get the most competitive bids for your supplies, is other funding available such as TPS District funds, student fees etc.?

❖ DEPARTMENT CHAIR'S AND PRINCIPAL'S SIGNATURES AND ALL APPLICATION MATERIALS MUST BE COMPLETED ONLINE OR WITH A COPY IN THE FOUNDATION BOX BY THE DEADLINE CIRCLED ABOVE.

FOLLOW-UP CHECK LIST

- ❖ Applicants will be notified by email within 48 hours after the Board of the Foundation meets
- ❖ This will be followed by an official letter from the Foundation.
- ❖ If a grant is approved, applicants must submit an itemized invoice/receipt with the Foundation's Check Requisition for Grant Payment Form (in the Foundation mailbox). Please allow 14 working days for a check to be issued.
- ❖ Funds for grants approved in the 2009-2010 school year must be requested BEFORE 12/15/10 or the grant will be revoked.
- ❖ The Foundation Board also requires a written report summarizing the impact of the project. Statements need not be long but should state if the goals of the grant were met.
- ❖

GRANT # _____
2009-2010 Academic Year
(Office use only)



"An Education of the Mind and Life"

GRANT APPLICATION

PROJECT TITLE: _____

Name: _____

Position: _____ **Department:** _____

Day Phone: _____ **Night Phone:** _____

Email address: _____

TOTAL AMOUNT REQUESTED: _____

I understand that if this proposal is approved I will be responsible for providing the following to the Foundation:

- *Detailed expenditure documentation such as receipts, invoices, etc.*
- *A written summary of the completed project including details such as the impact of the project on students, professional development, etc.*

I further understand that no future grant applications will be considered without providing this information.

Signature of Applicant

Date

Signature of Department Chair

Date

Signature of Principal

Date