

**CENTRAL POINT SCHOOL DISTRICT #6**

**Grant Writing Submission Form**



**This form must be submitted to the Business Office for approval BEFORE an application can be submitted to a Foundation.**

Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Deadline Date for Submission: \_\_\_\_\_ Total Funding Request: \$ \_\_\_\_\_

Organization(s)/Foundation(s) funds will be requested from: \_\_\_\_\_

**Project Details:**

One sentence describing the project: \_\_\_\_\_

Number and grade level of students participating: \_\_\_\_\_

Please describe how the funds will be spent: \_\_\_\_\_

Please give an itemized description of funds requested/itemized budget: \_\_\_\_\_

Will district funds be required to supplement this project? \_\_\_\_\_

Is this project sustainable? If so, how will it be sustained? \_\_\_\_\_

---

---

Will Jesse Hanwit (Grant Writer, e-mail: [jesse.hanwit@district6.org](mailto:jesse.hanwit@district6.org)) be assisting with this application?

YES or NO

If YES, how many hours of Jesse's time are anticipated? \_\_\_\_\_

---

---

What are the Organization(s)/Foundation(s) reporting requirements? \_\_\_\_\_

---

---

Who will be completing the required reports? \_\_\_\_\_

---

---

Please describe any other relevant information relating to this grant application: \_\_\_\_\_

---

---

---

---

I understand that this form must be approved **before** requesting funds from the above mentioned organization/foundation. By signing this request, I agree that district guidelines and policies will be followed to the best of my knowledge and ability.

\_\_\_\_\_  
Teacher/Employee Submitting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval (if needed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrative Approval

\_\_\_\_\_  
Date

**This form must be submitted to the Business Office for approval BEFORE an application can be submitted to a Foundation.**