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: $_______________  
Organizations/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? ________________________________  
__________________________________________________________________________________  

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

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Will Jesse Hanwit (Grant Writer, e-mail: 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

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