

LIVINGSTON COUNTY SCHOOL DISTRICT

Grant Application Intent to Apply Form

SECTION 1	Complete Prior to Grant Submission
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Section 1 of form must be completed and returned to Chris Dockins to 1) request LCSD Board approval prior to the submission of any competitive or discretionary grant application and 2) to follow up after receiving funding or denial from funding entity.

Date: _____

School Name: _____

Name of school where grant project is being submitted.

Primary Contact for Grant Project: _____

The on-site staff person responsible for developing the project narrative and implementation plan.

Phone Number & Email: _____

Phone number and email address for the primary contact.

Grant Program Name: _____

Grant program name as identified by the funding entity, i.e. "Lowe's Toolbox for Education" or "Dollar General Back to School Grant."

Funding Entity: _____

The name of the organization or entity that is sponsoring the grant program, i.e. "Lowe's Charitable Education Foundation" funds the Lowe's Toolbox for Education.

Descriptive Project Title: _____

The title by which you refer to the project, or the name of the local grant project, i.e. "Project REAL (Reaching Expectations as Learners)"

Description of Project:

A brief description that includes how the requested funding will be used. Please feel free to be as descriptive as possible and include all components, i.e. "The proposal requests funding for 4 teachers to conduct after school remedial instruction for 40 fourth graders who have failed SOL tests. A healthy snack and transportation home are included in the program."

Project Director Name & Email: _____

The on-site staff person responsible for implementation if grant is funded, their position & contact information. May be same as Primary Contact.

Amount Requested (roughly): _____
Amount to be requested from the funder. Do not include match or school, district, or other contributions.

Submission Deadline: _____
Date the application is due to the funder.

Project Dates: _____
When will the grant start and how long will it run, i.e. January 2014 –December 2015

Is a Match Required? If Yes, Amount/Source _____
Does the school have to provide any matching funds or in-kind contribution? If so, how much, what is it and who is providing it?

Will grant include building modifications, site preparation, construction, or excavation?
 No Yes

(Facilities Director Signature Required) _____

Will this program involve office/classroom space, furniture requirements, transportation, food services, or computers? If so, please describe.

Primary Contact Signature _____
Date _____

Principal Signature _____
Date _____

SECTION 2 Complete After Grant Award Notification or Denial

Complete section 2 after receiving grant award or denial and send copy of completed form, grant narrative or completed application, grant award/denial notification, award check, and any other documentation to Chris Dockins at Central Office.

Choose One: Grant Award Notification Received
Grant Denial Received

Date Notification Received: _____

Please send completed forms to Chris Dockins. Phone: 270-969-1971 cdockin.cfwestky@gmail.com Approved by
LCSD Board of Education: YES ___ NO ___ Date Approved _____ Initials _____
Date Forwarded to Finance _____ Initials _____