

**OAK RIDGE SCHOOLS
GRANT APPLICATION PROCESS**

P r e l i m i n a r y A p p l i c a t i o n R e v i e w

Complete this form, signed by building principal, and send it with a copy of the grant to the Teacher Center.

Name

Date

School

Position

Type of Grant

State

Federal

Other, Please Specify:

Title of Grant

Grant Committee (Who will write and/or contribute to the grant?)

Description of Grant

Grant Submission Deadline

Total Monetary Amount of Grant

School System Impact/Obligation

- *Personnel* (Time, Requirements)

- *Financial* (Matching Funds, In-kind. Etc)

Mark all items that apply:

Monetary amount is equal to or greater than \$5,000

Includes a school system financial obligation

Requires superintendent signature/district approval

Principal Approval

Date

Dr. Kelly Williams, Grants Administrator

Date

PLEASE NOTE:

**If none of the above items are marked the grant application may be submitted to the granting agency once a signed copy of this form has been received by applicant.*

OR

**If any of the above items are marked, do not submit the grant application to granting agency until approval from the Teacher Center has been received.*