



**FERN RIDGE SCHOOL DISTRICT 28J**  
**Grant Approval Form**

User Instructions:

- Use this form to obtain District approval for **any** grant proposal you are submitting. Regardless of the type of grant, this form must be submitted to the District Office. **Submit copy of this form to District Office with all completed grant paperwork attached.**

For grants of \$1000 or under, that do not require additional district resources to administer, applicants may apply by filling out the information in this box only.

Project Title: \_\_\_\_\_ Name of Person submitting Grant: \_\_\_\_\_

Name of Funding Agency/Grant Program: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg. Principal Approval—(Confirmed no additional resources needed): Principals Initials: \_\_\_\_\_

For grants over \$1000, or for grants that **DO** require additional district resources to administer, applicants must fill out the remainder of this form and submit to the District Office for Superintendent Approval prior to submission of the grant.

Project Title: \_\_\_\_\_

Name of Person Submitting Grant Application: \_\_\_\_\_

Date Form Completed and Submitted to Superintendent's Office: \_\_\_\_\_

Name of Funding Agency and Grant Program: \_\_\_\_\_

Effective Dates of Grant: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Brief explanation of the grant – Fill out completely.

1. Describe the project's objectives, activities, deliverables, and evaluation.

2. What goals of the District does the project advance?

3. What school(s) will participate in the grant?

4. What Education, business, organization or other partners will participate?

5. What is the budget for the following:

- Salaries/Benefits \_\_\_\_\_
- Stipends \_\_\_\_\_
- Travel \_\_\_\_\_
- Equipment/Tech \_\_\_\_\_
- Supplies \_\_\_\_\_
- Contracted Services \_\_\_\_\_
- Indirect \_\_\_\_\_
- Admin support or clerical included \_\_\_\_\_
- Explanations \_\_\_\_\_ ]

6. What are the financial obligations of the District?

7. Additional Comments/Information.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature / Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Notify Business Office immediately of receipt of grant funds upon notification from grant source.*