



Grant Proposal Approval

*All grant proposals must be reviewed by the Cabinet prior to submission.
Please submit this completed form to Kellie Souvenir, Business Office.
Allow two weeks for review prior to grant application deadline.*

Name: _____ School/Building: _____

Phone number: _____ Email address: _____

Name of Grant: _____ Grant Deadline: _____

Summary of Grant (also include flyer or granting agency description of grant): _____

Please indicate areas of possible impact (check all that apply):

- ☐ Other classrooms in your building
- ☐ Other buildings/sites
- ☐ Nutrition Services
- ☐ Maintenance
- ☐ Transportation
- ☐ Facilities
- ☐ Technology

Please indicate District costs (check all that apply):

- ☐ Service/Maintenance
- ☐ Installation
- ☐ Matching Funds
- ☐ In-kind
- ☐ Replacement

Amount of District costs: _____

Please explain checked items: _____

How will the grant help meet site or district goals? (check all that apply)

- ☐ Curriculum/Priority Standards
- ☐ Instruction/TPEP
- ☐ Assessment/CFAs or CBAs
- ☐ PLC
- ☐ Common Core State Stds
- ☐ Next Generation Science Stds
- ☐ Other:

Please explain checked items: _____

Applicant must comply with the following criteria and procedures. Please check each item to indicate your understanding.

- ☐ Programs, activities, materials or equipment must be consistent with district and building goals and site plans.
- ☐ Any gifts to a site must comply with Policy 6114.
- ☐ All classroom materials that are purchased must comply with Policy 2020.
- ☐ Grants that allow for "indirect costs" will be assigned the maximum allowable.
- ☐ Grant funds are to be processed through the Business Office; the Business Office will set up accounts to allow expenditure and tracking of funds.
- ☐ Building principals or their designees are responsible to apply for and manage school level grants and monitor grants that are awarded to individual teachers or groups within the building.
- ☐ For grants that impact an entire site or building it is recommended to have site council support.
- ☐ All grants are to list Longview School District #122 as the applicant and the school or site as the component, and include the district address: Longview School District, Business Office, 2715 Lilac Street, Longview, WA 98632, attn: Joan Parsons.

Applicant signature: _____ Date: _____

Building approval: _____ Date: _____

Cabinet action: ☐ Approved ☐ Denied

Rationale: _____

Cabinet signature: _____ Date: _____