Union Public Schools
Approval Request to Apply for Grants that will be held and managed by Union Schools Education Foundation.

All **grant funds that will be held or managed by the Union Schools Education Foundation** may still need to be **approved by the Director of Federal Programs** before being submitted to the granting agency if **ANY** portion will be transferred to the district (ie: for salaries).

(Any items purchased or donated through the grant become property of the Union Public Schools District and must be tagged as UPS assets if they qualify.)

PROCESS

1. **Before submitting your grant application or proposal to the funder:**

    - Send this form along with a short narrative description and budget detailing how the funds will be utilized to: **Shea Ludwig (USEF)**. Shea will facilitate signatures.
    - If **ANY** portion will be utilized for salaries, **Christine Gonzales, Director of Federal Programs** will also need to approve.
    - Once your application is reviewed for compliance with UPS Board policy and approved by the required signers, you and your principal will receive a signed copy. This means you are approved to submit your application to the granting agency.

2. **Budget Requirements:**

    - If the grant includes payroll costs, include fringe benefits at 32.57% of salary.
    - All requests must include a **short narrative and budget** outlining how the funds will be used.
    - Please clearly note the dollar amount that is expected to be transferred to the district.

3. **Signatures:**

    - Do **not** sign any agreements or documents yourself. Christine Gonzales and/or Shea Ludwig are authorized to sign certain documents and will determine if additional Board approval is needed. Shea Ludwig and/or Keri Houseworth will coordinate to get the necessary signatures.

4. **After You're Awarded:**

    - When you receive a grant award notification or payment, send copies of **all documents** (application, award notice, requirements, check, etc.) to Shea Ludwig (USEF), and Christine Gonzales and Keri Houseworth in Federal Programs if applicable.
    - All checks should be made payable to:

    Union Schools Education Foundation
    8506 E 61st St
    Tulsa, OK 74133

    - Do **not** cash or deposit checks for General fund grants into site or activity accounts.

5. **Grant Closeout:**
    - At the end of your grant period, USEF and/or Federal Programs can assist with any required financial documentation for the funding agency.
    - The applicant is responsible for completing all grant evaluation requirements. Please provide USEF and Federal Programs with a copy of all final documentation.

All Restricted program funds processed through USEF are subject to a **3% administrative fee**.

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_____ _____
Funding Agency Name *Project Title*

_____ _____
Requestor (Your) Name/Print Name *Site Principal/Admin Signature/Site Name (Required)*

Please note: It may take up to 2 weeks to complete the signature process.

Approved Yes ☐ No ☐
_____
Theresa Kiger Date
Executive Director of Elementary Education
(Required for all Elementary Requests)

Approved Yes ☐ No ☐
_____
Dr. Kenneth Moore Date
Executive Director of Secondary Education
(Required for all Secondary Requests)

Approved Yes ☐ No ☐
_____
Christine Gonzales Date
Director of Federal Programs
Required if ANY portion will be transferred to the district

Approved Yes ☐ No ☐
_____
Sandi Calvin Date
Associate Superintendent

Approved Yes ☐ No ☐
_____
Budget/Treasury Date

_____
OCAS Coding
Budget/Treasury

Approved Yes ☐ No ☐
_____
Todd Borland Date
Executive Director of Informational Technology
(Required for any requests that includes IT)

Approved Yes ☐ No ☐
_____
Gart Morris Date
Executive Director of Instructional Technology

Approved Yes ☐ No ☐
_____
Shea Ludwig Date

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