

# SAND SPRINGS EDUCATION FOUNDATION, INC.

♦ Helping to Build a Brighter Future in Education ♦

## Grant Application Form

Date: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Position \_\_\_\_\_

Applicant's School Building \_\_\_\_\_

School Phone \_\_\_\_\_

Title of Project/Request \_\_\_\_\_

Budget Request \_\_\_\_\_

Type of Program I am applying for: (Please check one)

\_\_\_\_\_ Grants – To – Teachers Program

\_\_\_\_\_ School Site Grant

One paragraph summary description of your project/request:

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Applicant's Signature

Copy to: Office of Curriculum & Instruction for Sand Springs Schools

1. What is the main problem your project/request addresses? Why do you think there is a need for this?
2. Describe your project/request. (Include materials and equipment you will need and methods you will use)
3. Give a time schedule of events.
4. Approximately how many pupils will be affected? Explain your number.

5. How will you determine whether your objectives have been achieved?

6. Detail your Budget Request. Include specific information such as kinds of materials and equipment needed, sources of supply, and costs. Categories to be used could be items such as: Materials, equipment, transportation, honorariums, food, etc. **PLEASE CHECK YOUR PRICES AND MAKE SURE THE CATALOG YOU ARE USING IS A CURRENT CATALOG. IF NECESSARY, TELEPHONE THE COMPANY AND CONFIRM THE PRICE.** Be sure to consider shipping charges and other incidental charges.

Example of Budget Request:

<u>ITEMS</u>	<u>SUPPLIER</u>	<u>BUDGET AMOUNT</u>
six (6) "Learning to Read" books	ABC Supply Co.	\$33.00

**BUDGET REQUEST:**