

Bay District Schools
Grant Proposal Request Form

Applicants must complete this form **BEFORE APPLYING** for any grant proposal. The form must be reviewed/signed by the school principal. Completed forms should be submitted to the appropriate personnel listed below for approval. **Once approved, the form must be submitted with the grant application in order to be eligible for funding.** Allow at least 2 weeks for district processing.

School: _____

Applicant's Name: _____

Proposed Grant Amount: \$ _____

Fiscal Year: _____

Organization to which you are applying:

_____ St. Joe Grant*

_____ BDS Classroom Grant

_____ Other (Name of Grant Source) _____

Title of Grant: _____

Provide a Brief Summary of Grant Proposal:

Principal: Check Departments that may be affected (check all that apply)

_____ Athletics (Josh Balkom)

_____ Curr/Inst (Denise Kelley)

_____ Facilities (Lee Walters)

_____ Software (Susan Tierney)

_____ Technology (Joel Godber)

_____ Safety (Vern Barth)

_____ Other (Gena Burgans)

Signature of Grant Applicant

Date

Signature of Principal

Date

-----To be Completed by the School District -----

Approved

Denied

Signature

Date

If not approved, please provide comments below.

Comments:

*St. Joe Grants should include an administrative fee of 5% or \$1,000 (whichever is less) in addition to the cost of the requested grant items. This administrative fee will be paid directly to Bay Education Foundation when the grant is awarded.