

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/Arts (Josh Laatsch) _____ Curr/Inst (Denise Kelley) _____ Facilities (Lee Walters)
_____ Software (Susan Tierney) _____ Technology (Joel Godber) _____ Safety (Vern Barth)
_____ Other (Josh Balkom)

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.