



For CPSF use only

Grant Number: _____

Grant Cycle: _____

Semi-Annual Grant Application Form

Applicant Name: _____ Date: _____

Is this a team Proposal? Yes (If yes, list team members below) No

School Site: _____ Applicant's Position: _____

Phone Numbers: Work _____ Home _____ Cell _____

E-mail Address: _____

Title of Project: _____

Total Amount Requested: \$ _____

By my signature, I am acknowledging that I believe this proposal will enrich the quality of education for Claremore Public Schools students and is worthy of funding by the Claremore Public Schools Foundation. If awarded, I will fulfill all the terms of this grant in a timely manner. Furthermore, I acknowledge that failure to comply with the terms of this grant may result in future grants being declined.

Applicant Signature: _____ Date: _____

By my signature, I am acknowledging that I believe this proposal will enrich the quality of education for Claremore Public Schools students and is worthy of funding by the Claremore Public Schools Foundation. I have reviewed the grant application and hereby acknowledge that the application is complete and the information contained within it is true to the best of my knowledge.

Principal Signature: _____ Date: _____

Mission of the Claremore Public Schools Foundation
"Enrich the quality of education in the Claremore Public Schools"
P.O. Box 575 • Claremore, OK 74018 • (918) 923-4308
501(c)(3) Non-Profit Organization

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Title of Project: _____

Grade Level: _____ Subject: _____

Total Amount Requested: \$

Type of Project: Classroom Grant Expert in Residence
 School Site Grant Professional Development

If only partial funding is available for this grant, will you accept partial funding? Yes No

If no, please explain: _____

If yes, please explain how you will complete the funding or modify the grant if only partial funding is provided:

Community and parental involvement are important to our schools. Sometimes additional sources of funding are available. Please list the other sources of funding you have pursued, the amount requested and the amount available from each:

Source	Attempted Funding (Yes/No)	Amount Requested	Amount Available
District Funds			
School Activity Fund			
PTO			
Student/Parents			
Discounted Prices			
Business/Community			
Other:			

Please write a brief paragraph describing your project:

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Please note the grant application process is blind and answer the following questions accordingly (attach separate paper as part of the application):

1. Briefly describe this project and the need for it. (15 points)
2. What are the major objectives of this project? (25 points)
3. What grade level(s) will be affected by this project? Approximately how many students will benefit from this project per year? What is the potential for expansion of this project to other grade levels and/or schools? (10 points)
4. What, if any, additional materials, transportation, etc., will be required from the District to implement this project?
5. List a chronological time schedule which includes, as applicable: completed lesson plan(s), ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates. (5 points)
6. How will you evaluate whether your objectives have been achieved? (A written project evaluation is REQUIRED at the completion of the project.) (10 points)
7. The mission statement of CPSF is to “Enrich the quality of education in the Claremore Public Schools.” Please explain how your grant would fulfill our mission. (25 points)
8. Please tell the Allocations Committee any additional information that you think we should know.
9. If requesting library books, please include a brief summary of each book requested.
10. Please use the PROPOSED EXPENSES form to detail your grant request. List each budget item and include such costs as transportation, shipping and other incidental charges. **NOTE:** Claremore Public Schools Foundation grant funds should **not** be used to purchase food or meals. (10 points)
11. **Technology.** If your grant request has a technology component (for example: computers, software, digital media or other computer related materials), approval from the Director of Technology is required before submitting your grant request to the Foundation. Please attach a TECHNOLOGY CONSENT FORM signed by the Director of Technology to your grant application.
12. **Special Services.** If you are requesting a grant that falls within the department of Special Services, approval from the director of Special Services is required before submitting the grant request to the Foundation. Please attach a SPECIAL SERVICES CONSENT FORM signed by the director of Special Services to your grant application if this applies to your grant request.

**Request may be sent through inter-school mail to CPSF, or mailed to:
Claremore Public Schools Foundation
P.O. Box 575 • Claremore. OK 74018-0575**

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PROPOSED EXPENSES

Foundation Approved Expense	Description/Item	Vendor/Supplier	Estimated Cost	Actual Cost
TOTAL				

Total Project Expenses	
Funds from Other Sources	
Total Grant Request	

NOTE: The two grayed out columns are for future use, please leave them blank.

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COMPUTER TECHNOLOGY CONSENT

Title of Project: _____

Amount Requested: \$ _____

Date: _____

Proposed Equipment (to be completed by applicant):

Comments of Technology Director:

Approval of Technology Director

Date

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SPECIAL SERVICES CONSENT FORM

Title of Project: _____

Amount Requested: \$ _____

Date: _____

Proposed Grant (to be completed by applicant):

Is there any other money available for this project? Yes No

If yes, please explain:

Comments of Special Services Director:

Approval of Special Services Director

Date