



# Request to Apply for a Grant - \$1,000 or greater

**School Administrators must approve all grants before forwarding to Central Office.**

<b>Request From</b>	
<b>Date</b>	
<b>School or Program Name</b>	
<b>Email Address</b>	
<b>Name of Grant Agency</b>	
<b>Amount of Requested Grant</b>	
<b>Grant Submission Deadline</b>	
<b>Grant Year (begin/end date)</b>	
<b>Briefly describe the purpose of this grant and how it aligns with school/system goals, and how it impacts student learning.</b>	

**Grants between \$1,000 and \$10,000**

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
ACS CFO Signature

\_\_\_\_\_  
Date

**Grants greater than \$10,000**

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
ACS Superintendent or CFO Signature

\_\_\_\_\_  
Date

**Include all documents relating to this grant for review, including:**

- ✓ A complete copy of the grant application with all attachments and appendices, including the budget
- ✓ Grant application guidance or instructions
- ✓ A completed Grant Fact Sheet for grants over \$1,000

*NOTE: Grant applicant is responsible for the submission of this grant.*

**Grant Fact Sheet**

<p>1a. Official Grant Title from Grantor Agency</p> <p>1b. ACS Grant Title (if different)</p>	<p>2. Grantor Contact Name</p> <p>Phone _____</p> <p>Email _____</p> <p>Fax _____</p>
<p>3. Type and Name of Grantor Agency (complete name)</p> <p>Federal _____</p> <p>State _____</p> <p>Private Foundation _____</p> <p>Corporate _____</p> <p>Other _____</p>	<p>4a. Is this a pass through Grant? (provide name of agency)</p> <p>Yes _____</p> <p>No _____</p> <p>4b. Is this grant renewable?</p> <p>Yes, it is renewable for ___ years</p> <p>No, it is one-time funding</p> <p>4c. What is the plan for sustainability?</p>
<p>5a. Does this grant require matching funds?</p> <p>Yes</p> <p>No</p> <p>5b. Does this grant require in-kind contributions?</p> <p>Yes</p> <p>No</p>	<p>6a. Please list the amount of matching funds (if applicable).</p> <p>6b. Funding source for match</p> <p>6c. List in-kind contributions</p>
<p>7. Please list project collaborators/partners and any matching funds from these organizations? Who is lead applicant if not ACS?</p>   	
<p>8a. With which State Board of Education goal does this grant align?</p>  <p>8b. With which school goal does this grant align?</p>  <p>8c. What Professional Development would be necessary to support this grant?</p>	
<p>9. Budget Information: Please attach detailed, line item grant budget (i.e. salary, benefits, supplies, etc.)</p> <p><i>Note: If ACS is not the lead applicant for the grant, provide the anticipated amount ACS may receive from the grant.</i></p>	
<p align="center"><b>ACS Information</b></p>	
<p>10. ACS Department or School responsible for the grant</p>	<p>11. List where and with whom original grant documents (including electronic files) are filed.</p>
<p>12. Submit a copy of the award letter to the Chief Financial Officer.</p>	<p>Notes</p>