***Mustang Public Schools Foundation***

 ***Grant Application Cover Sheet***

Thank you for applying for the MPSF Grant program. To enhance your opportunity of being chosen, please consider the following:

1. Complete the following application in full
2. With the exception of the Cover Sheet, there must be **no mention of the school name, mascot, names of teachers, or anything identifying you or your school in the body of this application.**
3. The deadline for this application is October 31st. It may submitted as follows:
	1. Mailed - postmarked no later than October 31st
	2. Emailed - to grants@mustangpsfoundation.org - time and date no later than 11:59pm on October 31st
	3. Hand delivered - to Sandi Johnson at the Mustang Education Resource Center no later than 4:30pm on October 31st.
4. This application may not be handwritten.
5. A principal or building administrator must sign off on the grant application before being submitted.
6. Fill out Reconciliation Worksheet when project is complete.
7. Grant applications can request funds for up to $1500.

Eligibility: All employees in the Mustang Public School District who have contact with students in a learning environment are eligible to apply for and receive a grant.

Name of Applicant: School Name:

Principal: School Phone:

Email: Number of students to benefit:

Amount requested: Project Title:

Brief summary of the proposed project:

Applicant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Describe your project: (Include Purpose - Why is this project important? Why is it needed?)
2. Objectives: (State at least two main objectives in clear, measurable terms.)
3. Identify any school-community partners in the project and describe their role(s):
4. Give a time schedule of events.
5. Evaluation: (Describe your plans for evaluating the success of your project.)
6. The total amount of this grant request is $
7. Financial Detail: (Detail your budget request. Include specific information such as materials and equipment needed with the item, vendor, and costs. All miscellaneous cost(s) should be included, such as shipping and handling, etc. )

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| **Item** | **Vendor** | **Budget Amount** |
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Note: The total budget amount stated in the financial detail should equal the total amount of the grant request and all grant activities should be covered in the financial details.