

GRANT INFORMATION SHEET

1. Grant application due date: _____
2. Author of Grant (AOG)/ Contact Person: _____
3. School Building: _____
4. Phone number and extension: _____
5. E-mail address: _____
6. Funding agency: _____
7. Amount Requested: _____
8. Period of time award covers (e.g., 6 months, 1 year, 2 years, etc.): _____
6. Title of Grant: _____
7. Brief description of the proposed Project: _____

8. Target population: _____
9. How did you hear about the grant?: _____
10. Have you previously received a grant from this funding agency? Yes No

AOG signature

Date

Building Principal Signature

Date

Director, OFSFP

Date

GRANT CHECKLIST

Activities

Date

- Receipt of grant information form and checklist _____
- Meeting with Dr. Robins _____
- Budget Form _____
- Budget Narrative _____
- OFSFP Approval _____
- Grant application submitted _____
- Notification from funding agency
Amount awarded _____
- Account setup _____
- Progress reports submitted _____
- Final expenditure report submitted _____

AOG signature Date

Building Principal Signature Date

Director, OFSFP Date