



## NTSD's Intent to Apply for a Grant Application

**This application must be submitted and approved by Becky Koehler, Principal of Academic Affairs/Federal Program Coordinator, prior to applying for any grant.**

Name and address of Grant:

Teacher (s) responsible:

Building:

Amount of Grant requested:

Application due date:

Target grade level/audience:

Anticipated completion date of project:

What will the grant money be used for?

Attach copies of the following items:

- Completed Grant application with an assurances/attachment
  - If an application needs to be completed online send a copy when it is completed. The NTSD Grant Application must be approved prior to any online grant submission.
- Guidelines, timeframes, fiscal reporting/compliance requirements

Answer the following questions:

- How will the grant monies be awarded?
  - The District ☐
  - The School ☐
- Is there matching fund requirements in the first or subsequent years?
  - \$ (Requires Board Approval)
- If there is an "in-kind" match, please indicate exactly what the "in-kind" match will be and assign the dollar amounts.

\*Reminder all equipment purchased must be compatible with our current systems and meet the guidelines of the district technology plan. PEPPM pricing should be used for computer purchases. Please contact Todd Terpstra, Technology Coordinator for PEPPM pricing.

### **Documents to be Kept in Grant File**

- Completed Grant Application with attachments
- Guidelines, timeframes and Financial Reporting Compliance Requirements
- Copy of check with date received and recorded
- Copies of all purchase requests and purchase orders
- Copies of all invoices with date paid and check number recorded
- If equipment is purchased, an inventory control sheet must be completed (noting name of grant funding the purchase) and forwarded to the business office. A copy of this from must remain in Grant file
- Copies of all quarterly and final completion reports

Copies of the first two items will be sent to Becky Koehler, Principal of Academic Affairs/Federal Programs Coordinator, prior to submission of the application. All remaining items are to be forwarded to the Federal Programs Office upon the completion date and/or when the monies are expended. A complete Grant file should be maintained at the school.

We understand the above requirements and agree to adhere to these requirements:

Teacher (s):\_\_\_\_\_Date:\_\_\_\_\_

Principal:\_\_\_\_\_Date:\_\_\_\_\_

If assistance completing this form is required, please contact Becky Koehler, Federal Programs Coordinator; Kathy VanSchaick, Business Manager; or Michelle VanOrder, Administrative Assistant.

For District use only: Reviewed by:
Date:
Returned to School on:
Comments/Suggestions: