Northern Tioga School District
Grant Application Intent to Apply

<u>Prior to submission of any grant the grant application must be submitted to the Principal of Academic Affairs/Federal Program Office. Review when appropriate will also include the Technology Coordinator.</u>

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
  - <u>If 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.</u>
- 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 the Principal of Academic Affairs/Federal Programs Office 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 Amy Coots, Federal Programs Coordinator; Kathy VanSchaick, Business Manager or Michelle Van Order, Administrative Assistant.

For District use only:

Reviewed by:
_____

Date:
_____

Returned to School on:
_____

Comments/Suggestions:
_____
_____
_____
_____
_____