



Intent to Apply for a Grant

Date Grant Application is Due

Anticipated Award Date

Instructions

- Please complete electronically (AACPS Intranet/Partnerships, Development, & Marketing).
- Include all required signatures.
- Submit at least 10 working days **prior to the submission deadline**, when possible.
- Please send/attach a copy of the *Request for Proposal/Application*.

Applicant Information

Proposal Contact

Contact Phone

School/Office

Contact Email

Grant Information

Name (as stated on the Request for Proposal)

Funder Name/Agency

Anticipated Funding
\$

In-kind/Matching Requirements

☐ None ☐ 100% ☐ 50% ☐ Other:

Proposed Project Time Frame

Proposed Project Manager

Submit application by:

☐ **Mail** Specify address:

☐ **Email** Specify email address:

☐ **Online** Specify website:

Project Information

Proposed Project Name

Summarize the proposed project. Include goals and activities.

Project Information, continued

How does this project align to AACPS strategic goals and/or the School Improvement Plan for your school?

Identify the Office/School resources involved or impacted.

1.	4.
2.	5.
3.	6.

This grant will require the following (check all that apply)

☐ Technology ☐ Permanent staffing ☐ Transportation ☐ MOU/Letter of Support ☐ Additional/Modified space or facilities

Describe any above requirements.

Signatures

Originator	Date
Principal/ Supervisor	
Regional Assistant Superintendent (required for school-based grants)	
Not required for school-based grants	Assistant Superintendent/Executive Director
	Deputy Superintendent/Chief Operating Officer

Office Use Only

Date Received	Date Submitted	<input type="checkbox"/> Awarded	Date Awarded	Amount of Funding	Grant Period
		<input type="checkbox"/> Not Awarded		\$	