



**Turner USD Grant Approval Form**  
*To be submitted with Grant Application*

1. Person(s) Filing for Grant: \_\_\_\_\_

Application:

2. Building/Department: \_\_\_\_\_

New

3. Phone Number: \_\_\_\_\_

Renewal

4. Email: \_\_\_\_\_

Continuation

5. Grant Title: \_\_\_\_\_

6. Granting Agency: \_\_\_\_\_

7. Grant Website: \_\_\_\_\_

8. Grant Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ (start date)  
                          \_\_\_\_/\_\_\_\_/\_\_\_\_ (end date)

9. Grant Summary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Required Matching Fund:     Yes     No

If yes, list name of party agreeing to match funds and the amount required.

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Required Signatures***

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor of Business Services: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Asst. Superintendent of Student Services: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Board of Education President: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Instructions for Grant Approval Form

1. Fill in the name of the person(s) applying for the grant.
  2. List the department or school in which the person filing for the grant works in.
  3. Fill in the phone number/extension of the person applying for the grant.
  4. Fill in the applicant's email address.
  5. Fill in the complete title of the grant exactly as it is listed on the grant application.
  6. List the complete name of the granting agency as listed on the grant application.
  7. If applying through a website, provide the web address of the granting agency.
  8. Fill in the grant's start date and end date in the spaces provided, including the month, day, and year.
  9. Give a brief description of the purpose for the grant, as well as how the grant funds will be used. Make sure you include changes to curriculum and/or programs as a direct result of being a recipient of the grant.
  10. Indicate whether the grant would require matching funds from an outside party, as well as the amount if needed.
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- After completing the Grant Approval Form, you must obtain approval for the building Principal.
- Once granted approval from the building Principal, send all documents to Kristen Woodbury at the Administrative Service Center. All documents include:
  - Turner USD Grant Approval Form
  - Copy of grant application
  - Any other documents relating the specific grant
- **DO NOT** submit your grant application to the granting agency prior to receiving approval from the Supervisor of Business Services and the Assistant Superintendent of Student Services. Grants exceeding \$500 will also require approval from the Board of Education.
- After all required signatures are received, an approved copy of the Grant Approval Form will be returned to you for your records.