

LAUREL HIGHLANDS SCHOOL DISTRICT
Grant Approval Form

As we strongly encourage any staff member to apply for additional funds / grants on behalf of the school district, it is imperative to take into consideration any affect (positively or negatively) it may have on the district from financial burdens to hiring of additional staff. When applying for any new funding, please complete the below grant approval guide before moving forward.

Title of grant: _____

Description of grant: _____

Amount Applying For: _____

Purpose: _____

Equipment to be Purchased: _____

District Contribution/Matching Funds Required: _____

Annual Costs to be Covered by District (i.e.: software lic., staffing, etc.): _____

Requirements of Grant (i.e.: data collection, computers, etc.): _____

If Data Collection is Required, How Often: _____

Whose Responsible for Reporting Data: _____

Due Date for Grant: _____

Approved: _____

Denied: _____

Employee (Printed Name): _____ Date: _____

Principal Signature: _____

Director of Curriculum/Superintendent Signature: _____