



Grant Development Office

EQUITY CHARACTER EXCELLENCE TEAM JOY

Grant Application Approval Form

Please return a signed and completed *Grant Application Approval Form* to the Grant Development Coordinator, along with a copy of your completed grant application. Submission times should follow the guidelines below:

If the Superintendent's Signature is Required: No less than **two weeks** prior to the application deadline. The Grant Development Coordinator will notify you when the signed application is ready for pick up.

If the grant is over \$2,500: No less than **5 business days** prior to the application deadline. The Grant Development Coordinator will notify you within 3 business days about any changes required prior to submission to the funding agency.

If the grant is \$2,500 or less: At the same time as submission to the funding agency.

Application Deadline		Proposal Status	New grant:	Continues existing grant:
Funding Agency Name			Title of Grant Opportunity/Program	
Superintendent's Signature Required (select one). Be sure to tab the application pages requiring signatures.			Grant request above \$2,500 (select one).	
Project Manager	Name:		Phone Number:	
Building Assignment:		Email:		
Principal/Supervisor	Name:		Phone Number:	
Project Title and Brief Description				
Total Budget:		In-kind/Matching Req'd (select one)	<i>If yes, list matching source and amount.</i>	
Schools/Classrooms/Programs Benefited				
Beginning Date of Grant			Ending Date of Grant	

Notification of Responsibility:

I voluntarily agree to assume responsibility for all fiscal and reporting activities involved in managing the project(s) that I have indicated above (the "Project") at Tulsa Public Schools, including reimbursements denied due to improper procedure and/or documentation and travel requests/expenses not timely cancelled. I recognize that this agreement may result in my school and/or department being assessed the cost of such denied expense/reimbursement requests. I further recognize that this agreement may result in my being personally assessed the cost of travel reimbursements/expenses should I fail to timely cancel or abide by Tulsa Public Schools travel regulations. I also recognize that there are both foreseeable and unforeseeable risks of expense/reimbursement request denial depending upon the federal and state regulations as well as regulations of the funding agency and/or Tulsa Public Schools that cannot be specifically listed. I acknowledge that I am responsible for ensuring that fulfillment of my fiscal and reporting responsibilities is adequately documented and in compliance with the federal, state, funding agency, and Tulsa Public Schools regulations. I also acknowledge that it is my responsibility to check with the proper personnel if I have any questions regarding my compliance with all regulations and requirements. I further acknowledge that it is my responsibility to send a note of thanks (or equivalent) to all private or foundational funding agencies from whom I am awarded a grant.

By signing this release, I hereby certify that I have read and fully understand the conditions herein provided.

Project Manager Signature

Date

Principal/Supervisor Signature

Date

Submit the completed *Grant Application Approval Form* and appropriate copies of your completed application to the Grant Development Office, Education Service Center Room 413. For any questions related to this form, please contact: Rochelle Klein, Grant Development Coordinator, kleinro@tulsaschools.org or 918-746-6830.