

Intent to Apply for Grant Funding

(Do not complete this form for DonorsChoose or Partners in Action Grants)

Application Must Be Submitted To grantapplication@okcps.org At Least 4 weeks Prior To Deadline

Anything obtained through this process remains property of Oklahoma City Public Schools (printers, microscopes, etc.)

Grant ID Number: _____ *(internal tracking number assigned by Grants Manager)*

Prior to completing this form, please see Pre-Screening Flowchart on Grants Webpage

Section I: Project / Program Information	
<i>Site / Department</i>	
<i>Name of Grant</i>	<i>Funding Organization</i>
<i>Brief Project / Program Description</i>	

Section II: To Be Completed By Requestor			
<i>Is someone other than an OKCPS representative applying for this grant on your behalf?</i>		<i>If Applicant is not an OKCPS Employee, please explain</i>	
<i>Requested By</i>		<i>Date Requested</i>	
<i>Requestor Email</i>		<i>Requestor Phone Number</i>	
<i>Application Deadline</i>		<i>Amount of Grant Funding Being Requested</i>	
<i>Project Start / End Dates</i>		<i>Potentially Affected Areas:</i> <i>IT / Technology</i> <i>Curriculum / Academics</i> <i>Operations / Facilities</i> <i>Other:</i>	
<i>District Letter of Support needed?</i>			
<i>Additional Comments</i>			
<i>How did you hear about this funding opportunity?</i>			

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Section III: Notification of Responsibility

NOTIFICATION OF RESPONSIBILITY: I voluntarily agree to accept responsibility for all fiscal and reporting activities involved in managing the project(s) that I have indicated above (the "Project") at Oklahoma City Public Schools, including reimbursements denied due to improper procedure and/or documentation and travel requests/expenses not timely cancelled. I recognize that this acceptance may result in my school and/or department being assessed the cost of such denied expense/reimbursement requests. I further recognize that this acceptance may result in my being personally assessed the cost of travel reimbursements/expenses should I fail to timely cancel or abide by Oklahoma City 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 Oklahoma City 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 Oklahoma City 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.

Proposal Writer e-Signature

Principal / Supervisor e-Signature

Section IV: Central Office Use Only – Please do not write in this section

Finance Representative's e-Signature

Denied or Approved

Reason for Denial

Reviewer's Notes

Other Relevant Chief's e-Signature

Denied or Approved

Reason for Denial

Remember to
attach the
documentation

*Notice of Funding or Funding Requirements

Line Item Budget

Application

Supporting Documents

For any questions, please contact: Audrey Fitzsimmons, Manager - Grant Writing, awfitzsimmons@okcps.org or 405-587-0117