

Grant 'Intent to Apply' Approval Form



THIS FORM MUST BE APPROVED BEFORE GRANT FUNDS ARE REQUESTED!

Instructions and Work Flow:

1. Complete this form and submit it to your supervisor for approval.
2. Supervisor will submit the signed form to the Superintendent for approval.
3. Superintendent will submit the signed form to the Treasurer for approval.
4. Treasurer will notify you by email that the form was approved or denied.

Contact Information

Name: _____ Position: _____

Email: _____ Phone Number: _____

Department: _____ Supervisor: _____

Grant Information

Name of Grant: _____

Company/Organization: _____

Purpose of Grant Funds: _____

Amount of Funds Being Requested: _____ Grant Application Due Date: _____

Approval Signatures

Supervisor Approval Signature: _____ Date: _____

Superintendent Approval Signature: _____ Date: _____

Treasurer Approval Signature: _____ Date: _____