This form must be completed and submitted prior to submitting any grant proposal requiring school district involvement for which the district is not the lead applicant.

**Please provide at least 2 weeks to process Letters of Support.**

**Letters of Commitment may take up to 10 weeks to process.**

Submit form via email:

Laura.Denton@knoxschools.org

Or by mail to:

Knox County Schools

Dr. Laura Denton, Grant Development Manager

PO Box 2188

Knoxville, TN 37901

Grant Applicant – Organization:

Address:

Point of Contact/Title:

Phone:       Email:

Grantor/Funder:

Title of Grant:

Proposal Due Date:

Letter of Support Needed By Date:

Total Amount of Funding Requested:

Timeframe/Duration of Funding:

Describe direct benefits to Knox County Schools (include projected sub-grant amounts and/or in-kind benefits:

How does this grant support the KCS Strategic Plan? (Check all that apply.)

For more information about the KCS Strategic Plan please visit <http://knoxschools.org/domain/1105>.

[ ]  Goal 1: Guarantee Excellence in the Classroom

[ ]  Goal 1: Personalize Learning

[ ]  Goal 1: Facilitate High Quality Student Supports

[ ]  Goal 2: Build and Support Our Community of Learners

[ ]  Goal 2: Build and Support Our Community of Leaders

[ ]  Goal 2: Value Our Hardworking People

[ ]  Goal 3: Building and Strength Our “One Big Team”

[ ]  Goal 3: Invite and Earn Stakeholder Feedback

[ ]  Goal 3: Improve Customer Service and Communication

Please identify the name, title and office of district/school staff you have consulted about this project.

Describe specific school district obligations for this project (e.g. access to students, transportation, teacher involvement, etc.).

Please identify the desired schools, teachers, students, grade-levels, etc. to be targeted by this project.

**For Central Office Use Only**

[ ]  No Special Requirements

[ ]  State or Federal Grant (any amount) – requires KCS Finance Approval

[ ]  Grant requires match (cash or in-kind) – requires KCS Finance Approval

[ ]  Above $25,000 – requires KCS Finance Approval

[ ]  Above $50,000 – requires Board of Education acceptance

[ ]  Includes research data to be published – requires KCS REA Approval