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](mailto: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