

THE SCHOOL DISTRICT OF PHILADELPHIA
Outside Entity Intent to Apply for Grant Funding or Request for Letter of Support

This form must be completed and submitted prior to applying for any grant proposal requiring School District involvement for which the District is not the Lead Applicant.

For research proposals please provide the following attachments:

- *An abstract of your research proposal which clearly states the purpose of the research, description of methods to be utilized, and how the study is aligned with the District's mission and student achievement goals.*
- *Copies or descriptions of all tests and/or surveys to be utilized.*

Note: *The District reserves the right to reject research proposals that significantly change in scope, procedure, or instrumentation after this initial review.*

Outside Entity Contact

Outside Entity Name: _____

Address: _____

Name and Title of Contact Person: _____

Phone Number _____ Fax Number _____ e-mail Address _____

Funding Agency Information

Name of Funding Agency or Organization: _____

Funding Agency Address: _____

Funding Agency Telephone Number: _____

Information about the Proposal/Grant/Request

Title of Grant Opportunity: _____

Due date of proposal: _____ Current Date _____

Is this proposal a response to a specific Request for Proposals (Y/N)? _____

If no, how did you learn of this grant opportunity? _____

How much money are you requesting from this particular funding agency? _____

What are the proposed starting and ending dates for the project? _____

Please provide a brief description of the project/activities for which funding or letter of support is being sought, necessary School District involvement, benefits to the District, and if there is any monetary or human resource cost to the School District, or services that would necessitate compensation to the District, e.g., accessing of student data. Entity may have to include funding to the District to compensate for any staff time needed to implement/monitor/assess and sustain the proposed program. (Use additional pages if necessary.)

Please submit this form electronically to the Office of Grants Development and Support

(E-MAIL: grants@phila.k12.pa.us)

November 2007