

THE SCHOOL DISTRICT OF PHILADELPHIA

External Entity Intent to Apply for Grant Funding or Request for Letter of Support (Non-EITC)

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.*

External Entity Contact

External 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. Please make sure to include detailed information about the following:

1. Please describe the anticipated outcomes of this project and how this project correlates with specific elements of the SDP Strategic Plan, which can be found on our website (www.philasd.org).
2. Specific School District obligations for this project (e.g., access to students, transportation, teacher involvement).
3. Specific benefits to the District from participation in this project.
4. Cost to the School District, or services that would necessitate compensation to the District, e.g., accessing of student data (use additional pages if necessary).
5. What schools will be involved in this project? (If this project is already active in the District, please detail the specific schools involved and the number of students participating.)
6. What SDP staff, if any, have you consulted about this project?

Please submit this form electronically to the Office of Grant Development and Compliance (E-MAIL: grants@phila.k12.pa.us)