

Newcastle Education Foundation
GRANT APPLICATION
COVER LETTER

*****IMPORTANT*****

**Cover Letter to be removed by Superintendent prior to
Submission to the Newcastle Education Foundation**

Applicant's Name: Date:

Home Address: Phone:

Position: School:

Project Title:

Budget Request:

Was this same grant request submitted in a prior year? ☐ Yes ☐ No

If submitted previously, what year?

By signing below you are acknowledging that you feel this project meets the criteria established by the Newcastle Education Foundation for Grant Guidelines. In addition you are acknowledging that, to your knowledge, funding from other sources is not available.

Signature of Applicant:

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Please provide a brief explanation of your project:

School:

Project Title:

Budget Request:

By signing below you are acknowledging that you feel this project meets the criteria established by the Newcastle Education Foundation for Grant Guidelines. In addition you are acknowledging that, to your knowledge, funding from other sources is not available.

TO BE COMPLETED BY SUPERINTENDENT: Earned work credits, if applicable:

Signature of Superintendent:

Signature of Principal:

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Project Title:

School:

1. What is the major need this project would address?

2. Describe your project in detail. Include your objectives, materials you will need and method(s) you will use to implement and sustain the project.

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Project Title:

School:

3. Give a time schedule of events.

4. Approximately how many pupils will be affected by this project, both directly and indirectly?

5. How will you determine whether your objectives have been achieved and your project is successful?

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Project Title: _____

School: _____

6. Detail your budget request. Include specific information such as kind of materials and equipment needed, sources of supply and costs. Categories to be used could be items such as materials, equipment, transportation, honoraria, food, shipping/handling, etc.

If the grant is awarded, it is the responsibility of the recipient to provide a copy of all invoices, or other supporting documentation to the Finance Committee.

[illegible]