

Donation/Grant Form

Please use this form when applying for a grant or donation. It serves as communication between the principal and the school employee to ensure the request is consistent with building-level needs and compatible with district-level technology support. This form may also be used for other types of grants/donations that provide equipment or materials rather than money.



Name: _____

Grade/Subject: _____ Email: _____

What is the title of the request? _____

What is the approximate dollar amount of the request? \$ _____

(This is your best estimate at this point in your preparations. This amount may change but we need an approximate for other purposes.)

Who have you asked to fund the request? _____

(Please include the name of the agency, foundation or website. This form does not have to be used for an EPS Foundation grant.)

Please attach or describe the grant. List equipment or materials you will receive.

Does it include a technology component? ☐ Yes ☐ No

If yes, have you confirmed with the EPS Technology Dept. that the equipment/meets district standards? ☐ Yes ☐ No *(This is required before you proceed. Call 580-366-7070.)*

By signing this form, I understand that I am requesting this donation/grant on behalf of Enid Public Schools and its students. The materials will become property of EPS and will not be taxable income for me. When the materials arrive, I understand I must add them to my classroom inventory and notify my principal, in case an additional inventory process is required. I understand the materials/equipment obtained in the grant will remain in my current classroom/building unless the principal of the school agrees they can be removed for use in another EPS building/classroom.

Teacher Signature _____ Date _____

Principal Signature (approval) _____ Date _____

To complete later: This grant ☐ was ☐ was not funded. Amount \$ _____

The materials in this grant have been received/inventoried. Date: _____

Thank you for your work to provide more resources for EPS students.