

Intent/Pre-Approval Form for Grants & Donations involving Academic & Technology

Middletown Public Schools: Academic & Technology Office

The Grant & Donation Application Procedure & Guidelines are provided by the MPS Academic & Technology Services Department / Office of the Superintendent. They are expected to be followed when grant applications will be submitted or when donations are being considered for anything involving Academics (curriculum, assessment, instruction) and Technology. The intent form will also need to be completed and submitted to the Office of the Assistant Superintendent for approval.

INSTRUCTIONS:

1. ☐ Please supply the Assistant Superintendent's Office with a copy of the funder's application requirements/guidelines. (this step is not necessary for MEC grant applications)
2. ☐ Read the Academic & Technology Grant & Donation Procedure Guidelines. (pages 5-8)
3. ☐ Complete this pre-approval/intent form and return it to the Assistant Superintendent's Office four (4) weeks before proposal is due. (pages 1-4)

Information can be emailed to the Assistant Superintendent: Linda Savastano (lsavastano@mpsri.net)

Middletown Public Schools
26 Oliphant Lane
Middletown, RI
02842

Hard copies can be faxed to 401-849-0202, placed in school mail or scanned and emailed.
For more information, please call 849-2122

A. Contact Information

Your name:
Your title:
Address:
E-mail: Phone: Fax:
Today's date:

B. Project Information

Application due date:
Proposal title:
Total amount requested: \$ Funder Name:
List of schools involved:
List specific item, equipment and/or software requested:

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List any community agencies involved:

Briefly describe your project and what you plan to use the funds for (1-5 sentences- but feel free to attach up to one additional page to clarify your project):

Who will direct the project (name, title)?

Name:

Title:

What is the timeline/duration of this project or the anticipated life expectancy of the materials (i.e.: Project will operate one hour per day for 40 weeks for one year.) ?

When will this project occur and/or the materials be used? (Check all that apply.)

☐

Before school

☐

During school

☐

After school

If the project will occur during school, which courses will be affected?

List all subjects:

If the project will occur before or after school, what source of funds will cover the costs of providing transportation for students?

Does the proposal require renovation/construction? (If yes, please explain. Please include any electrical and/or data requirements.)

☐

Yes

☐

No

Explanation:

Does this proposal require purchase of equipment and/or software? (if yes, please explain)

☐

Yes

☐

No

Explanation:

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Does the proposal require district funds, matching funds, or in-kind funds? (please include any future funds that would be required, including small parts, batteries, etc.) If yes, what is the type and amount of these funds you will need?

☐ Yes ☐ No

Explanation:

Briefly explain which of your school's school improvement team goals this proposal will support.

Briefly explain which of the district's strategic plan goals this proposal will support.

C. Proposal Preparation

What kind of assistance do you need to complete or improve your proposal?

☐ Concept development ☐ Budget development ☐ Data or other information

☐ Hardware/Equipment purchasing & implementation ☐ Training

☐ Software purchasing & implementation ☐ Other

D. Proposal Implementation

If approved and the grant/donation is awarded, what kind of assistance do you need to implement your proposal?

☐ Concept development ☐ Budget development ☐ Data or other information

☐ Hardware/Equipment purchasing & implementation ☐ Training

☐ Software purchasing & implementation ☐ Other

D. Principal's Authorization

The principal(s) of the school(s) involved must approve of the project in order for the request to go forward. Please discuss the proposal idea with your principal and ask him or her to sign below.

Principal Signature (indicating approval of project):

Principal Name (printed):

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E. Verification of Academic & Technology Grant/Donation Procedures

To Be Completed By the Applicant:

I have read and will follow the Middletown Public Schools Academic & Technology Grant & Donation Procedure Guidelines

Applicant Signature (indicating awareness of grant/donation procedure guidelines):

Applicant Name (printed):

To Be Completed By the Assistant Superintendent upon approval:

F. Assistant Superintendent's Authorization / Academic & Technology Services

The Assistant Superintendent must approve of the project in order for the request to go forward.

Assistant Superintendent Signature (indicating approval of project):

Assistant Superintendent Name (printed):

Contact Information

Linda Savastano, Assistant Superintendent
Middletown Public Schools
26 Oliphant Lane
Middletown, RI 02842
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lsavastano@mpsri.net