

**CITY SCHOOLS FOUNDATION GRANT APPLICATION COVERSHEET  
Summer 2016**

**1. General Information**

Teacher name: \_\_\_\_\_

School: \_\_\_\_\_

Grade/Subject taught: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Signatures**

Applicant signature(s) \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Has applicant signed and enclosed "acknowledgement of rules" form? \_\_\_\_\_

**Application deadline of Friday, September 9, 2016 4:00pm.**

**Please note rules for spending grant dollars have changed for the 2016-17 school year. All awarded grant dollars must be spent prior to April 15, 2017 or monies will be returned to the foundation for future grants.  
Send to MCS Central Office, attention: Lisa Trail.**

**3. Project Information**

Name of project: \_\_\_\_\_

Provide a brief statement describing project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of students to benefit from project within six (6) months of funding: \_\_\_\_\_

Will project resources be available for future students?: \_\_\_\_\_

Total amount requested:\$ \_\_\_\_\_

Is itemized list of expected costs included with application? \_\_\_\_\_

**4. Detailed project Information**

Application must be no more than two (2) typewritten pages describing the proposed project. No more than 5 additional pages may be included for specific product information, supportive documentation and/or itemized list of expected costs/expenses for the project.

**CITY SCHOOLS FOUNDATION GRANT APPLICATION – 2016 Back to School  
APPLICANT ACKNOWLEDGEMENT OF RULES**

The undersigned employee(s) of the Murfreesboro City Schools has completed an application for the Murfreesboro City Schools Foundation’s 2016 grant program. The undersigned has acknowledged the following rules of the program, and affixed their initials as appropriate.

**(read carefully and initial each paragraph)**

\_\_\_\_\_ All applications must include the preceding coversheet and rules acknowledgement, and include all information and required signatures.

\_\_\_\_\_ Grant applications can be submitted in hard copy format, double spaced, using 12pt font or via email in pdf format with all signatures included.

\_\_\_\_\_ Not including the coversheets or this rule acknowledgement, each application must be no more than two (2) typewritten pages describing the proposed project. No more than 5 additional pages may be included for specific product information, supportive documentation and/or itemized list of expected costs/expenses for the project.

\_\_\_\_\_ The City Schools Foundation emphasizes improvements in the areas of math and science. However, grant applications with a focus on other areas of learning (reading, ESL, humanities, art, etc.) will be considered this year.

\_\_\_\_\_ The grant review process is undertaken by volunteers and Foundation trustees who may have involvement with Murfreesboro City Schools, its teachers, schools or students. For this reason, all grant applications must be **completely anonymous**. Other than the coversheet and rule acknowledgement, applications cannot contain 1) names of schools, teachers, principals or students 2) demographic or socioeconomic descriptions which may reveal the identity of the recipient or recipient’s school, 3) any information whatsoever which may reveal the identity of the recipient teacher, or their school. Grant applications that reveal school identities may be disqualified.

\_\_\_\_\_ Funding of successful grant applications is contingent on the applicant continuing to be employed by the Murfreesboro City Schools. In addition, all equipment, books or other materials purchased with grant proceeds will remain the property of the Murfreesboro City Schools and must be left with the school if the initial grant recipient ceases employment.

\_\_\_\_\_ All grant applications must be received by Lisa Trail in the Central Office by 4:00 pm on Friday, September 9, 2016.

\_\_\_\_\_ Any violation of these rules, intentional or unintentional, will result in immediate rejection of a grant application, regardless of its merit.

\_\_\_\_\_ Unspent grant dollars, as of April 15, 2017, will be returned to The City Schools Foundation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant(s)