



### TEACHER GRANT APPLICATION

*The lead applicant for a Teacher Grant must be a school district employee. Grants must be approved by the school's principal prior to submission. The deadlines for all grant applications to be submitted to the District Office are April 15<sup>th</sup> and November 15<sup>th</sup>. Please complete all sections below. Use additional pages as needed.*

Date:	Applicant Name:	School:		
Email:	Grade/Subject or Program:	# of students who will benefit:		
Detailed description of item, program or event:				
Base Cost:	Quantity:	Three price quotes: #1	#2	#3
Shipping:	Total Cost:	Vendor:	Vendor:	Vendor:
Tax:		Base Cost:	Base Cost:	Base Cost:
		Shipping:	Shipping:	Shipping:
Is this a replacement? If yes, please justify:		Tax:	Tax:	Tax:
		Total:	Total:	Total:
Reason for request:				
What specific need will be met?				
Additional comments:				

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT APPROVAL

\_\_\_\_\_  
DATE

**NOTE:** All purchases must be made within 60 days of grant approval notification. Any exceptions must be approved by the Superintendent. All purchases must follow the OBSD purchasing process.