YSLETA INDEPENDENT SCHOOL DISTRICT
OFFICE OF COMPETITIVE GRANTS

CAMPUS GRANT SUBMISSION FORM

Grant Title: _____

Funding Source: _____

Short Summary of Your Grant Request: _____

_____

_____

Process for Grants

1. At least 7 business days before the funder's deadline for the grant application, please fax or email the following to 435-9553 or lcuster@yisd.net:
    - Completed grant application
    - Signed Campus Grant Submission Form
    - Information on the criteria for grant funding

2. If you need assistance with your application, please contact the OCG early in the process.

3. After receipt of your information, the OCG will contact you regarding any questions and will start the mandatory "routing" of the grant application for central office administrative approval. You should not submit the grant request to the funder until approval is received. The OCG will work to obtain approval by the grant deadline. Once approval is received you will be notified to submit the grant application.

4. When you submit the grant application, make sure you keep a complete copy for your records. The OCG will log the grant request in our records and keep a file copy of the request. You must inform the OCG of any changes in the grant amount or activities that occurred between the time of central office administrative approval and the grant submission.

5. When you receive notice of grant funding or denial, please contact the OCG with this information.

6. Any items awarded through a teacher grant request or acquired with grant funding are the property of the school where the grant was originally written.

By signing this form, the campus designee agrees to follow this process.

Campus: _____

Principal: _____ **Date:** _____
Printed Name **Signature**

Campus Designee: _____ **Date:** _____
Printed Name **Signature**