



WORCESTER PUBLIC SCHOOLS

GRANT DEVELOPMENT FORM

The following process must be followed by the individual developing a grant or partnership that benefits the Worcester Public Schools. Please note that no grant project can be started until funding has been received and accepted by the School Committee or Superintendent. Purchase orders must be in place prior to any services taking place. For services costing \$2,500 or more, a contract must also be in place.

Please check which category best describes how your grant funds will be managed.

- WPS Grants Office will manage grant funds
- Partnering agency will manage grant funds
- WPS local school will manage grant funds
- Agency Name: _____
- Contact Person: _____
- Individual teacher(s) will manage grant funds (e.g. WEDF mini grants, scholarships)

Please note: Grants over \$1,000 will be reviewed on an individual basis. You will be notified by the Grants Management Office if your grant category is changed.

Will you be requiring technical assistance from the Grants Office? Yes No

Grant Name			
School/Dept. Name			
Contact Person/Phone #			
Funding Source			
Amount of Request			
Due Date	Program Date: Start:	End:	
Date of Notification			
Contract Required*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*A Contract is required for services costing \$2,500 or more or when an agency is requesting WPS to sign a contract	Please explain contract terms:		
Does this grant request a Letter of Support from an outside source?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach a copy to this form)		
How does this application meet our District Goals/Improvement Strategies?			
Circle Applicable Areas	Arts	ELA	Health/PE
	Language	Other:	Math
			Sci/Tech
			Social Studies
			World

Instructions: This form must be signed by the Supervisor/Director and a Manager. Please remember to submit a copy of the completed grant proposal to the Grants Office.

In applying for this grant opportunity, I acknowledge my understanding that no services can take place prior to funding being received and purchase orders being in place. I acknowledge that I will be provided with and familiarize myself with the WPS Grant Procedure Manual.

Supervisor/Director/Coordinator Date

Quadrant/Program Manager Date

The Grant team is available for technical assistance throughout the grant writing process. Please call Debbie Manna at (508) 799-3012 with any questions. Please notify the Grants Office when you know the outcome of your proposal. Thank you ☺

Grants Office Review:

Grant Writer/Development Specialist

Manager of Grant Resources