

TIMBERLAKE

Education Foundation

Goltry - Helena - Jet - Nash

GRANTS TO TEACHERS APPLICATION

Submitting a Grant Request:

- A. Type all information using only single sided pages.
- B. Limit requests to **\$500 or less**.
- C. Group requests must include signatures of all participants.
- D. Complete Sections I and II, answering all questions. (Contact your principal for assistance.)
- E. Use school name, teacher name, or any other identifying information **only in Section I** of the grant form. (If you choose to include an invoice with your application, please make sure your name and/or school name are not on the invoice.) No identifying information is given to committee members to ensure fairness.
- F. Check your application for grammar and spelling errors, as winning grant applications are forwarded to Signature Grant Donors.
- G. Grants are selected according to innovation/creativity of the concept and overall impact on learning.
 - * **Applications that do not follow the above guidelines will not be considered.**
 - A confidential selection committee will award grants. All decisions of this committee are final.*
- H. Attach a picture of the items you are purchasing, if possible.

Please mail application to:

Timberlake Education Foundation
P.O. Box 272
Goltry, OK 73739

SECTION I

Project Title: _____

Applicant's Name (please print) _____ Date: _____

Position with Timberlake Public Schools: _____ Phone: _____

Total Project Cost: \$ _____

Applicant's Signature(s): _____

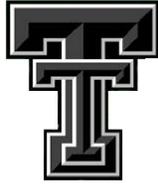
I fully understand all materials purchased from this grant will remain in the Timberlake school system.

Additional Signatures (for group requests): _____

School Principal's Signature: _____

**Administrator's signature indicates that this project will increase student learning and is unlikely to be funded through your school's current resources.*

Staple all 3 sheets together and give the application to the Principal.



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SECTION III

Timberlake Education Foundation Grant Applicants,

By signing this agreement you accept certain conditions in order to receive the funds requested in your grant application:

1. To follow established district policies when ordering materials for your project.
2. To purchase the specific items requested in the application or notify the TEF Board President if any item is not available and you desire substitution.
3. To stay within the amount granted (any increase must be approved by the TEF Board)
4. To agree that any funds which remain after the requested items are purchased will remain with the Foundation.
5. To submit bills or purchase orders to the Principal's office so the TEF Foundation President or Treasurer will receive them by the end of the school year.
6. To implement the project within one year of receiving the grant.
7. To accept visits to your project by Foundation Members and/or donors to the Foundation, at an arranged time.

Please sign this agreement and make a copy for yourself. All participants should sign if the grant is requested by a group. The original agreement should be turned in with the grant application.

Applicant's Name (please print) _____ Date: _____

Position with Timberlake Public Schools: _____ Phone: _____

Project Title: _____

School Year: _____