**OEF Grant Application**

**OEF Grants**

**OEF Micro Grants**

(use separate application for

professional development or science fair grants)

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| **GRANT TITLE  (short, one-line description)** |  |
| **TOTAL $ AMOUNT REQUESTED** |  |
| **GRANT REQUESTOR**  **(name, building, position)** |  |
| **EMAIL ADDRESS** |  |
| **NAME OF CO-APPLICANTS and email addresses**  **(if applicable)** |  |
| **DATE of APPLICATION** |  |
| **Who approves this application?**  **(Principal, Department Head)** |  |

Please complete the following questions to be considered for an OEF grant. Give as much detail as possible so that we fully understand your project. See “Guidelines for Submitting OEF Grant Applications” (OEF website) for more information, including tips on writing a successful grant application. Type your answers underneath each question, using a different color font for easier visibility.

1. What would you like to purchase? Please be specific.
2. How will this project enhance the education of students? Does it enrich the curriculum?
3. Approximately how many students will be impacted by the project?
4. Will students in other classes or schools benefit from this project? How?
5. Does the project impact multiple instructional areas (such as English and Mathematics, or Science and Social Studies?) If YES, please explain.
6. When do you anticipate implementing this project?
7. Each grant recipient is expected to provide the OEF with feedback about the project. How will you do this?
8. How will OEF’s contribution be recognized publicly?
9. Project costs: Please provide as much detail as possible regarding the item(s) requested and how the grant money will be spent. Include suppliers' names and shipping costs where applicable. If you’ve done any “comparison shopping” to find the best price for your requested product(s), let us know. Provide pages from catalogs and websites, if applicable.
10. Have you considered other funding sources for this project? Is there money available at the parent group or building/department level?
11. Will funds from other sources be necessary in order to implement this project? How will the additional funds be obtained?
12. Will this project require on-going funding to sustain it? If so, what is the plan for funding these on-going costs?

Email the completed application and attachments to your building principal and/or Director of Special Education/Director of Media and Technology for approval. Have your principal or director then email the approved application to **grants@oefsite.org** along with a statement about whether other funding sources (PTO/department/building funds) are available for this project.

If you have questions about this application or the approval process, please contact **chair@oefsite.org**. Thank you!