** Intent to Submit a Grant**

**School/Department:**

**Applicant Name(s):**

**Grant Name:**

**Funder:**

**Grant Due Date:**       **Amount of Grant:**

**Project Beginning Date:**       **Project End Date:**

**Brief description of the grant project, program or need:**

**Assurances**

**[ ]  Grant Consideration Worksheet completed**

**[ ]  Scope of project reviewed with district departments (Capital Projects/MIS/Legal/Finance)**

**[ ]  Principal/Administrator has reviewed the project and approved grant application**

**Does this grant application require an agreement, Memorandum of Understanding (MOU), or a contract?** (If so, at least two weeks are required prior to the start of the project for legal counsel review.)

**Explain the district share requirements including matching funds or in-kind resources.** (If any, how you will provide for these funds/resources.)

**[ ]  I reviewed and understand the WESD Grant Application Process**

**Please email the completed form to**

**wesdgrants@wesdschools.org**