

Outside Entity Intent to Apply for Grant Funding/Request for Letter of Support*

This form must be completed and submitted prior to applying for any grant proposal requiring The School District of Philadelphia involvement for which the District is not the Lead Applicant. Form must be submitted 3 weeks before the grant is due.

[*Please note that for letters of support for EITC eligibility, please use the EITC Eligibility Support Letter Request Form.]

SPECIAL NOTE for proposals involving research activities: All research conducted in the District, including grant-mandated evaluations, must be approved by the Research Review Committee. No data collection may take place, nor can the District enter in to any agreements to share data without Research Review approval. For more information, please contact researchreview@philasd.org. For details on the research application process, consult <http://webqui.phila.k12.pa.us/offices/r/eval/programs-services/conducting-external-research>

* Required

Outside Entity Information

1. Outside Entity Name *

2. Name and Title of Contact Person *

3. Mailing Address (P.O. Boxes are not accepted) *

4. Telephone Number *

5. E-mail Address *

Funding Agency Information

6. Name of Funding Agency or Organization *

7. Funding Agency's Mailing Address *

8. Funding Agency's Telephone Number *

9. Funding Agency's Website Address

Information About the Proposal/Grant/Request

10. Today's Date *

Example: December 15, 2012

11. Due Date of Proposal *

Example: December 15, 2012

12. Title of Grant Opportunity *

13. Is this proposal a response to a specific Request for Proposal? *

Mark only one oval.

Yes

No

14. If no, how did you learn about this grant opportunity?

15. How much money are you requesting from this particular funding agency? *

16. What is the proposed start date for the project? *

Example: December 15, 2012

17. What is the proposed end date for the project? *

Example: December 15, 2012

18. Please provide a brief description of the project/activities for which funding is being sought. *

19. Please describe the anticipated outcomes of this project and how this project correlates with the specific elements of the SDP strategic plan, known as Action Plan v3.0, which can be found on our website www.philasd.org *

20. Does your proposed project involve an evaluation component? *

Mark only one oval.

- Yes
- No

21. If your answer is yes, who will conduct the evaluation? (Note: If your research is funded, the evaluator will need to submit a formal application to the Research Review Committee).

22. Specific District obligations for this project (e.g. access to students, teacher involvement, facilities, etc.) *

23. Specific benefits to the District from participation in this project. *

24. Cost to the District (e.g., transportation, overtime pay, etc.), or services that would necessitate compensation to the District (e.g. accessing of student data, etc.) *

25. Please identify the schools, teachers, students, grades, etc. to be targeted by this project. *

26. Please identify the name, title, and office of District staff you have consulted about this project (this does not include staff from the Office of Grant Development.) *

