



**Education Service Center @ Harris Jobe**

2809 N Country Club Rd,  
Muskogee, OK 74403  
(918) 684-3700 FAX (918) 684-3701

**REQUEST APPROVAL TO APPLY FOR EDUCATION FOUNDATION OF MUSKOGEE GRANTS**

Complete this form and attach to your grant proposal prior to submitting to the funding agency. Please submit approval forms with grant applications no later than March 1, 2019 by 5:00pm (application turned in after this time will not be considered). A District Grant Committee will review all grants prior to the submission deadline. Once the grant has met district regulations, they will be submitted to the Education Foundation of Muskogee. You will be notified if your grant did not meet district requirements, and was not submitted for review.

Muskogee Public Schools will (1) ensure all schools that are "alike by definition" will receive equal resources in staffing and in all funds provided by the district and (2) will also ensure equal access to all outside funding provided by grants, donations and like sources up to 10% of the sites general fund allocation for personnel, supplies, and utilities which is currently equivalent to \$164,000. **DO NOT CASH or DEPOSIT CHECKS** into your personal account or to your school's activity account. Grants should flow through the Muskogee Public Schools Treasurer's Office. At the end of the grant period, Finance will assist you in the justification of dollars spent and closing out the account.

Site: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Grant Type: \_\_\_\_\_

I have read the above guidelines concerning accountability and comparability.

\_\_\_\_\_  
Grant Writer's Name (Please Print)

\_\_\_\_\_  
Grant Writer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

\_\_\_\_\_  
Shannon Turner, Executive Director

\_\_\_\_\_  
Wayne Johnson, Director of Maintenance

\_\_\_\_\_  
Dr. Kim Dyce, Executive Director

\_\_\_\_\_  
John Little, Chief Financial Officer

\_\_\_\_\_  
Steve Braun, Director of Communications

\_\_\_\_\_  
Eric Wells, Director of Technology