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# Donors Choose Grant Proposal & Approval Form

- (1) Complete this form and submit it to your **CAMPUS PRINCIPAL** a **minimum of 10 working days** prior to the date you'd like to post your project on the Donors Choose website.
- (2) The principal will notify you of approval and forward the approval form to the Development Office (celeste.potter@ectorcountyisd.org).
- (3) Upon notification from the Development Office, you may proceed by posting your project on DonorsChoose.org.
- (4) Upon arrival of the funds/materials at your school, you must verify with the principal that you have received the correct materials and/or funds.

**Project Title:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**# of students to benefit/participate:** \_\_\_\_\_

**# of teachers to benefit/participate:** \_\_\_\_\_

**Funding Source:** Donors Choose

**Project Start Date:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

**Does this proposal involve a request for technology?** Circle One - YES or NO

If Yes, have you received approval from your #TechyTribe Instructional Technology Specialist? Circle One - YES or NO

Name of #TechyTribe Instructional Technology Specialist: \_\_\_\_\_

**Materials/Funds requested:** \_\_\_\_\_

(continued)

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Principal Signature:

Date Approved:

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**\*\*Campus Principal must submit copy to the Development Office.**

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# How will your grant be used?

1. What are you requesting?

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2. How will these items/funds be used to benefit your students' education?

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3. What are some examples of how you plan to use these materials/funds?

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# Donors Choose Grant Proposal Tracking FOR PRINCIPAL USE ONLY

Teacher Name: \_\_\_\_\_

Title of Grant Proposal: \_\_\_\_\_

## Before Grant is Awarded

Date Grant Proposal received:

Can the proposal be completed within the  
timeframe allotted?

Does the project fit the goals of your school  
and the District Strategic Plan?

Date Approved/Rejected by Principal:

## After Grant is Awarded

Date materials/funds arrived:

Do the funds/materials match the grant  
proposed?

Materials/funds given to:

Date materials/items inventoried (if applicable):

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_