Cincinnati Public Schools- Office of Grant Administration
Grant Proposal Summary Form

This form must be submitted to the Grant Administration & Compliance Committee at least 30 days PRIOR to the grant submission deadline. Submit completed forms to shibiyk@cps-k12.org, subject line: "Grant Proposal Summary Form."

REQUEST TO SUBMIT A GRANT APPLICATION

Today's Date:

Contact Information

Grant Requestor (must be a CPS employee):

Name of person completing the grant application:

Phone and email for person completing the grant application:

Name of project director/principal investigator:

Name of fiscal agent:

Name of project manager after award:

Type of Grant (please choose one) ☐ Planning ☐ Implementation

Deadline for grant submission:

Anticipated award date:

Grant Period:

Does this grant align with district's mission and strategic plan? ☐ Yes ☐ No

(You may view the district's strategic plan here: www.cps-k12.org/about-cps/about-the-district)

Does this grant meet an unmet need? ☐ Yes (if yes, please list below) ☐ No

List any outside partners in this grant.

Who will benefit from this grant? (Be as specific as possible—grade level, age level, subject level, etc.)

Is the principal(s) aware of the plans to apply for this funding and does he/she understand their roles/responsibilities if the grant is awarded? ☐ Yes ☐ No

Please list dates and forms of communication with the principal(s).

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Are key stakeholders aware of this potential application? ☐ Yes (if yes, please list below) ☐ No

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Specialists or Skills Needed

Will there be any new equipment purchased with grant monies? If so, please list below and your technical support plan.

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List any new media required by this project and indicate if support will be needed by CPS. (Videos, blog posts, press releases, printed materials, etc.)

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Is there a research component to your grant? If so, what are your research and evaluation needs?

Please provide an overview of your evaluation plan or attach separately.

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Will you need any student, school, and/or district data to complete the application and/or the project?

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Does your grant require an evaluator? If so, will it be internal or external?

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Financial

Is there a comprehensive project budget? ☐ Yes   ☐ No

What is the total budget amount? |_____|

What is the grant request amount? |_____|

Is there a matching requirement? ☐ Yes (If yes, how much?)   ☐ No

|_____|

Are CPS resources being used as a match? Please be specific.

|_____|

If a sustainability plan is required, please define below.

|_____|

Does your grant involve the employment or CPS employees or provide financial stipends to CPS employees? If so, please explain.

|_____|

Provide the signature, name and title of the CPS employee seeking grant submission approval.

|_____|

Signature

|_____|

Name, title   Date

Submit this form to the district Grant Writer at shibiyk@cps-k12.org, subject line "Grant Proposal Summary Form."