UNION PUBLIC SCHOOLS
APPROVAL REQUEST
TO APPLY FOR ALL GRANTS

All grant applications must be pre-approved by the Director of Federal Programs prior to submission to the granting authority. All items purchased or donated through the grant become the property of the District and must be submitted to the Board of Education for approval. All qualifying items purchased or donated will be tagged as UPS assets.

PROCESS:

1. ***Prior to submitting*** your grant application/proposal, complete this form, attach it to your grant application/ proposal and forward to Sherri Fair, Federal Programs, ESC. As soon as Ms. Fair determines the grant application meets Board Policy guidelines, you will receive a signed copy of this form indicating you have approval to submit your application to the vendor.
2. Upon receipt of a written notice and/or check from your funding agency that your grant has been awarded, all ***documents including, but not limited to, original application, check, list of requirements, etc., s***hould be sent to Federal Programs.
3. ***DO NOT CASH OR DEPOSIT CHECKS*** to your site and/or activity accounts.
4. ***DO NOT SIGN ANY DOCUMENTS/AGREEMENTS.*** Ms. Fair is authorized by the Board to sign some documents and will determine if additional Board approval is required.
5. Federal Programs will work with Finance to determine account coding and deposit the check.
6. At that time, preparation of RQs can be completed and sent to Federal Programs for coding and processing.
7. At the end of your grant period, Federal Programs will assist you in providing your funding agency's required ***financial*** documentation; however, all grant evaluation requirements are the responsibility of the applicant. Please provide Federal Programs with a copy of all documentation.

If you have any questions, please call (918) 357-6147 for assistance.

_____ _____
Funding Agency Name *Project Title*

_____ _____
Teacher's Signature *Site Principal's Signature*

Approved Yes ☐ No ☐
_____
Theresa Kiger *Date*
Executive Director of Elementary Education

Approved Yes ☐ No ☐
_____
John Federline *Date*
Executive Director of Secondary Education

Approved Yes ☐ No ☐
_____
Todd Borland *Date*
Executive Director of Technology

Approved Yes ☐ No ☐
_____
Gart Morris *Date*
Director of Instructional Technology

_____
Sherri Fair *Date*
Director of Federal Programs

Approved ☐ **YES** ☐ **NO**