



**PLATTSMOUTH EDUCATION FOUNDATION**  
P. O. Box 283 Plattsmouth, NE 68048-0283

## GRANT APPLICATION AGREEMENT

**NAME (s)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STAFF POSITION** \_\_\_\_\_ **DEPARTMENT** \_\_\_\_\_

**ORGANIZATION AWARDING GRANT** \_\_\_\_\_

**TOTAL MONETARY REQUEST OF THE GRANT \$** \_\_\_\_\_

**PROJECT TITLE** \_\_\_\_\_

**DUE DATE OF GRANT APPLICATION TO THE AWARDING ORGANIZATION** \_\_\_\_\_

**This agreement and ALL required documentation must be submitted to the Foundation 60 days prior to the due date required by the awarding organization.**

**CONTACT PERSON** \_\_\_\_\_  
Print Name Signature

The purpose of the Grant Application Agreement is to allow the grant writer the ability to receive and disburse funds through the Plattsmouth Education Foundation, instead of the school district. This application will be reviewed by a Plattsmouth Education Foundation, Grant Committee for recommendation to the Foundation Board. Once all required components of the application are received, a written decision will be made within 14 business days. The goal of the Plattsmouth Education Foundation is to assist with innovative teaching strategies to benefit students in the Plattsmouth Community School District.

The Grant Application Agreement must be accompanied by:

A detailed budget of expenses for the grant funds

Including a 2% administrative fee (of the total grant award) paid to the Plattsmouth Education Foundation.

A copy of the Grant Application

A Narrative explaining:

- Goals of the Project
- Length of the Project
- Number of students served or involved in the Project
- How the Project demonstrates a tie between the Plattsmouth Community School District & the Plattsmouth Education Foundation Mission Statements
- How the Project will be evaluated for success

FOUNDATION USE ONLY

Grant Application Agreement for \_\_\_\_\_

Grant Total Value \$ \_\_\_\_\_ 2% Administrative fee \$ \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Signature, PEF Board

\_\_\_\_\_  
Date