North Mac Public Schools Foundation

Annual Classroom Resource Grant –

Due Annually April 1

Please Answer the following questions and email as an attached Word document to Shelley Lewis @ [sablewis10@gmail.com](mailto:sablewis10@gmail.com). Please cc your building principal. Also, please deliver ONE hard copy to the superintendent’s office. Please ask the superintendent to initial/sign the request.

1. Teacher(s), grade level, building
2. Teacher (s) history (how long with the district, how long in the area of study)
3. Fully explain the educational area of focus for the grant
4. Number of students who will benefit from the grant.
5. Describe in full the purpose of the grant request (why is it needed, how this will enhance the educational experience, what is the overall benefit of the grant).
6. Total Cost of the grant request- include a breakdown of the total cost of parts involved.
7. Include all pertinent vendor/ ordering information for the request.
8. Please explain why the school cannot provide funding for the request.
9. Please indicate that the requested materials are not already elsewhere in the district.
10. Signature of the building principal (this does not need to be on the emailed copy- again cc the principal on the email copy; sign the one hard copy).

* An evaluation of the grant must be completed **by December 1**. Please follow the grant evaluation form/directions on the school website. Evals are also sent via email to Shelley Lewis
* After applications are submitted, the NMPSF Grant Resource committee will meet and review documents. Teachers who have submitted requests will be notified as to the status by the end of the school calendar year.
* Any questions, please contact Shelley Lewis