

Proposal # _____



Routing	
___	Federal Programs
___	Metcalf
___	Edmonds
___	Federal Programs

Office of Federal Programs –Proposal/Funding Request

This form is used to submit proposals for funding supplemental Title I instructional programs/curriculum. Expenditures must be directly related to the high-need, core student achievement areas as identified in the annual school improvement plan. All proposals must be reviewed and approved by **Dr. Mike Metcalf**, Deputy Superintendent, and **Tina Edmonds**, Assistant Superintendent for Budget and Finance. To submit a funding request, please complete this form and return it to **Lisa Scott**, Director of Federal Programs, for funding and compliance approval.

Date of Request:			
Name:		Activity Dates:	
School:		Grades Impacted:	
Email:			
School Improvement Goal:			
Activity/Program Description (include how this directly relates to student achievement):			
Describe how this program be evaluated and results used to improve student achievement:			

Total Estimated Program/Activity Expenses: (Itemize)

Note: If a contract will be required for this activity, please provide vendor information below.

Description	Amount	Comment

Provide pertinent information from vendor below (if applicable).

Vendor Name:	
Address:	
Phone/Fax:	
Location of Workshop:	

Note: Attach additional registration and workshop information as needed.

-----Central Office Use-----

Funding Approval

Date

Program Approval

Date

Lisa Scott, Director of Federal Programs

Mike Metcalf, Deputy Superintendent