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**Intent/Pre-Approval Form for Grants & Donations involving  
Academic & Technology**  
Middletown Public Schools: Academic & Technology Office

*The Grant & Donation Application Procedure & Guidelines are provided by the MPS Academic & Technology Services Department / Office of the Superintendent. They are expected to be followed when grant applications will be submitted or when donations are being considered for anything involving Academics (curriculum, assessment, instruction) and Technology. The intent form will also need to be completed and submitted to the Office of the Assistant Superintendent for approval.*

**INSTRUCTIONS:**

1. Please supply the Assistant Superintendent's Office with a copy of the funder's application requirements/guidelines.
2. Read the Academic & Technology Grant & Donation Procedure Guidelines.
3. Complete this pre-approval/intent form and return it to the Assistant Superintendent's Office **four (4) weeks before proposal is due**. Electronic versions are welcome.

Information can be emailed to the Assistant Superintendent: Linda Savastano (lsavastano@mpsri.net)

Middletown Public Schools  
26 Oliphant Lane  
Middletown, RI  
02842

Hard copies can be faxed to 401-849-0202, placed in school mail or scanned and emailed.  
For more information, please call 849-2122

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**A. Contact Information**

Your name:

Your title:

Address:

E-mail:

Phone:

Fax:

Today's date:

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**B. Project Information**

Application due date:

Proposal title:

Total amount requested: \$

Funder Name:

List of schools involved:

List specific item, equipment and/or software requested:

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List any community agencies involved:

Briefly describe your project and what you plan to use the funds for (3-7 sentences- but feel free to attach up to one additional page to clarify your project):

Who will direct the project (name, title)?

Name:

Title:

What is the timeline/duration of this project or the anticipated life expectancy of the materials (i.e.: Project will operate one hour per day for 40 weeks for one year.) ?

When will this project occur and/or the materials be used? (Check all that apply.)

Before school

During school

After school

If the project will occur during school, which courses will be affected?

List all subjects:

If the project will occur before or after school, what source of funds will cover the costs of providing transportation for students?

Does the proposal require renovation/construction? (If yes, please explain. Please include any electrical and/or data requirements.)

Yes  No

Explanation:

Does this proposal require purchase of equipment and/or software? (if yes, please explain)

Yes  No

Explanation:

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Does the proposal require district funds, matching funds, or in-kind funds? (please include any future funds that would be required, including small parts, batteries, etc.) If yes, what is the type and amount of these funds you will need?

Yes  No

Explanation:

Briefly explain which of your school's school improvement team goals this proposal will support.

Briefly explain which of the district's strategic plan goals this proposal will support.

C. Proposal Preparation

What kind of assistance do you need to complete or improve your proposal?

Concept development  Budget development  Data or other information

Hardware/Equipment purchasing & implementation  Training

Software purchasing & implementation  Other \_\_\_\_\_

D. Proposal Implementation

If approved and the grant/donation is awarded, what kind of assistance do you need to implement your proposal?

Concept development  Budget development  Data or other information

Hardware/Equipment purchasing & implementation  Training

Software purchasing & implementation  Other \_\_\_\_\_

D. Principal's Authorization

*The principal(s) of the school(s) involved must approve of the project in order for the request to go forward. Please discuss the proposal idea with your principal and ask him or her to sign below.*

Principal Signature (indicating approval of project):

Principal Name (printed):

