



“SPARK TANK” Grant

Request Form

Applications must be approved by the ISF President & CEO before presenting to the Programs Committee

Campus/Department:	
Address:	
Contact/Title:	
Email:	
Phone:	

Will students be attending your presentation with you? Yes No If yes, how many? _____

IRVING ISD AND IRVING SCHOOLS FOUNDATION OBJECTIVES

IISD/ISF Objectives: Which of the following objectives apply to your request? Check ALL that apply.

Irving ISD:

- Entrepreneurship
- Early College Start
- Summer Bridge Program

Irving Schools Foundation:

- Early Childhood Development
- College/Career Readiness
- Parent Involvement

1. Explain how your grant applies to the objectives you identified above. Attach separate sheet if necessary.

2. Project Description and Purpose: who, what, when, and why. Attach separate sheet if necessary.

3. Have you looked for other resources for funding? Yes No

A. If yes, what was the outcome of your request?

B. What fundraising activities have you conducted or do you plan to conduct to assist with funding your request?

4. Have you applied for an ISF grant in the past? If yes, please explain what you applied for, date, and amount of funds granted.

Approximate number of staff and/or students impacted: Staff: _____ Students: _____

Event Date (if applicable): _____

Deadline funds are needed (a.s.a.p. is not a valid response): _____

Please provide actual bids, quotes, or pricing you have acquired as part of your project budget research. *Applications without supporting documentation will not be reviewed.* Please use the budget template below.

Item	Description	Amount

Total Amount requested: \$ _____

REQUIRED: Department budget code to deposit funds if approved: 192-00-5744-00- _ _ _ -952-0-00
ISF will take check to the business office for deposit.

Grant Policies:

***Dollars that are granted through the Programs Committee may only be used for the approved grant. You must contact ISF and return fund if not used for the intended grant.**

***You are responsible for replacing any lost or stolen property that you receive through the ISF Grant.**

***All equipment is the property of IISD: materials, publications, furniture, etc. must remain at the original grant location (campus). Should the grantee move to another campus within the district they may submit an application for a grant that is similar in nature and scope for their new campus.**

***Applicants are allowed to reschedule their presentation one time. If you fail to appear without notice, you will be ineligible to apply for a grant for one calendar year.**

*** A Summary Report is due within 30 days of the project completion date. Failure to submit your Summary Report within the specified time could result in ineligibility for future grants.**

Applicant Signature: _____

Supervisor/Principal Signature: _____

Email your application to: Irving Schools Foundation isf@irvingisd.net

Presentation Scheduled: _____	By: _____
ISF Approval _____	Date _____
<input type="checkbox"/> IISD Approval Required	
IISD Approval _____	Date _____
Grant Approved: _____	Summary received _____
Denied: _____	Reason: _____
<input type="checkbox"/> Proper budget submitted	