

LITTLE ROCK SCHOOL DISTRICT  
GRANTS DEPARTMENT  
INTENT TO APPLY FORM AND GRANT PROPOSAL PROCESS

Grant Proposal Process

1. Complete an *Intent to Apply* form posted on the LRSD.org website under the Grants Department.
2. Submit *Intent to Apply* to the school principal for his/her signature.
3. Email, or deliver the *Intent to Apply* to [linda.young@lrzd.org](mailto:linda.young@lrzd.org), Grants Department. Henderson IRC, Room 14; Phone 447-3373.
4. If a district level signature is required, the signature page & budget are due to Grants Department 30 days before the proposal due date. The Grants Department will obtain all district signatures.
5. Completed proposals will be edited by the Grants Department as requested or required.

*Each school is responsible for submitting their final proposal to the funder. Send or email a final copy of your grant application to the Grants Department. The Grants Department is required to keep a copy of all awarded grants with signatures.*

## INTENT TO APPLY FOR A GRANT

Please submit this form at least 30 days before your proposal is due.

Date: \_\_\_\_\_

School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Grant Opportunity: \_\_\_\_\_

Name of Grant Funder: \_\_\_\_\_ Web Address: \_\_\_\_\_

Amount to be Requested: \_\_\_\_\_ Grant Due Date: \_\_\_\_\_

Are you working with partners? If so, please list: \_\_\_\_\_

Does the Grant require matching?

☐

Yes

☐

No

Briefly describe your project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

(School Principal or Department Head)

Email [linda.young@lrzd.org](mailto:linda.young@lrzd.org) or deliver this form to the Grants Department, Henderson IRC, Room 14.

*Upon receipt of this form, the Grants Department will email further instructions.*

**Direct questions on the LRSD grant process to Linda Young, Director**

**Phone: 447-3373**

**Email: [linda.young@lrzd.org](mailto:linda.young@lrzd.org)**