

(Cover Sheet)  
**A Proposal for Obion County's GIFTS**

Code \_\_\_\_\_  
for office use only

**Note to Central Office:** Code this cover sheet and each page that follows with the same code recorded in the GIFTS folder located at the front desk. Each page should have the identifying number written by the teacher's name in the folder. Do not indicate the teacher's name or school in any way.

Detach the cover sheet from the original grant. Put the cover sheet in the actual GIFTS folder where the code numbers are recorded. Do not stack the grants without first coding the original grant and removing its cover sheet. This process is to keep the identification of the writer totally unknown to the judging panel.

Box all teachers' grants together and hold for pick up by the grant administrator. The GIFTS folder with the coded identification (cover) sheets should remain in Central Office to maintain the integrity of the process. Names of the winners will be unknown until the winning grants are matched to the coded identification sheets. The winners will be announced during the general inservice meeting at the beginning of the next school year.

Name of school system agreeing to be fiscal agent of this grant: Obion County

Name of teacher submitting this grant proposal:

Email address of teacher:

Grade/Subject affected by grant:

Name of school:

Name of principal:

Name of project:

Amount of funds requested:

### **Assurances and Conditions**

1. Funds will not be expended in any manner other than as budgeted in the approved grant application unless a budget amendment is requested in writing and is approved in writing.
2. Financial forms and the reports required by the grant guidelines will be submitted within the dates established.
3. The non-consumable materials purchased with funds from this grant will remain in the elementary schools in the Obion County School System. Should the teacher be transferred to another elementary school within the county, the project materials may move with the teacher. Should the teacher transfer out of the system or to a secondary school within the system, the materials will remain at the school site where the grant was received.
4. The applicant agrees that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, national origin, age, or handicap under this proposed grant project.

\_\_\_\_\_  
signature of teacher

\_\_\_\_\_  
date

\_\_\_\_\_  
signature of principal

\_\_\_\_\_  
date