North Mac Public Schools Foundation

Pop-Up Grant Request

* This grant request should be used for special circumstances/needs that could not be foreseen or planned for in the annual grant program.
* Faculty members new to the district may benefit from this program.

Please Answer the following questions and mail as an attached Word document to Shelley Lewis @ [sablewis10@gmail.com](mailto:sablewis10@gmail.com). Please cc the building principal and the superintendent. Principals, please acknowledge via the email thread that you have reviewed and approved the request. The superintendent does not need to respond but we ask that the sup’s office be made aware of requests.

1. Teacher, grade level, building:
2. Area of focus for the grant
3. Number of students who will benefit from the grant.
4. Purpose of the grant request (why is it needed, how this will enhance the educational experience, overall benefit of the grant)
5. Costs of the grant request- include a breakdown of total cost if parts involved.
6. Include pertinent vendor information for the request.
7. Brief explanation as to why the school cannot provide funding for the request.

* An evaluation of the grant must be completed **three months** after the grant is awarded. Please follow the grant evaluation form/directions on the school website.