**Application Due: October 8, 2019**

**Checklist**

**2019-2020 Education Grant Application Checklist**

**This checklist is to help you.**

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|  | **Application Item:** |
| ☐ | 1. Did you include a fully completed Cover Sheet on the **original** grant application you will submit to GEF? |
| ☐ | 1. Has your principal signed the Cover Sheet in blue ink? |
| ☐ | 1. Copies of Application:   ● Do you have 4 copies made, besides the original with the Cover Sheet,  to submit to the Foundation? (Total of 5 applications)  ● Have you submitted your electronic copy of the grant application to  the GEF at [education.foundation@gonzalesisd.net](mailto:education.foundation@gonzalesisd.net)? |
| ☐ | 1. Have you made an additional copy to forward to the campus principal? This is a requirement. The principal has agreed to retain a reference copy of the application for auditing purposes by signing the cover letter. |
| ☐ | 1. Has a District Technology Director signed the application if hardware or software is requested in the grant? |
| ☐ | 1. Are all areas of the Grant Application completed?  * Did you check spelling and grammar? * Are pages aligned correctly on pages to minimize blank space? |
| ☐ | 1. Is the math correct in the grant? |
| ☐ | 1. Does the amount requested on the cover page match the amount included in the grant application? |

**Please do not submit with your grant.**