

**LITTLE ROCK SCHOOL DISTRICT  
GRANTS AND PROGRAM DEVELOPMENT  
INTENT TO APPLY FORM AND GRANT PROPOSAL PROCESS**

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**Grant Proposal Process**

- 1. Obtain an *Intent to Apply* form posted on the Grants Department website and provided as page two of this form.**
- 2. Fill out the *Intent to Apply* and obtain the school principal or appropriate Associate Superintendent signature.**
- 3. Fax or deliver the *Intent to Apply* to Grants Department. IRC, Rm 11; Phone 447-3372; Fax 447-3371.**
- 4. The Grants Office will email further instructions.** Please adhere to the instructions to ensure that your grant may be reviewed.
- 5. If a district level signature is required, the signature page & budget are due to Grants Office 30 days before the proposal due date.** The Grants Office will obtain all district signatures.
- 6. 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. Make an extra copy for Grants Department – The Grants Office is required to keep a copy of all awarded grants, with signatures. Funds are managed according to the award amount. The Grants Department will advise as part of the grant proposal process.**

**Little Rock School District  
Grants and Program Development  
Intent to Apply (ITA) Form**

**INTENT TO APPLY FOR A GRANT**

**PLEASE SUBMIT THIS FORM WELL BEFORE YOUR PROPOSAL IS DUE.**

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

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

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

Name of Grant/Award: \_\_\_\_\_

Name of Funder: \_\_\_\_\_

Funder type (Check one.):  Grant  Donor

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

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

Is any District funding, resource, or in-kind commitment or matching required now or in the future?  Yes  No

If yes, please describe - Be specific and include dollar amount if applicable: \_\_\_\_\_

\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_  
(School Principal or Department Head)

**Email, fax or deliver this form to the Grants Dept, Instructional Resource Center, Room 11, 447-3371 (f).**

*Upon receipt of this form, the Grants Resource Center will email further instructions. Please adhere to the instructions to ensure that your grant may be reviewed. Please note: If District level signatures are required the signature page and budget are due to the Grants Department 30 days in advance of the grant deadline.*

**Direct questions on the LRSD grant process to Linda Young, Director  
Phone: 447-3372  
Email: [Linda.young@lrsd.org](mailto:Linda.young@lrsd.org)**