

2024-2025 Facilities Approval Form for EF Teaching Grants

Submit to Paul Buckner, Executive Director of Facilities, pbuckner@csisd.org, for approval before Fri., September 20th. If approved, he will return it to you with his signature via email. Then, upload it to your grant application online through Smarter Select.

Grant Title:

Main Applicant Contact:

Campus:

Location at Campus:

Requested Grant Amount: \$

Description: *Please explain in detail your project:*

Please list the materials needed to implement this project and/or attach your quotes/budget sheets.
(This is important as Facilities may be able to get you better pricing and/or quality items.)

Please check if your project includes any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Needs Electricity | <input type="checkbox"/> Requires landscaping |
| <input type="checkbox"/> Needs Water/Includes water feature | <input type="checkbox"/> Includes a structure |
| <input type="checkbox"/> Changes the drainage of the area | <input type="checkbox"/> Requires fencing |
| <input type="checkbox"/> Other | |

Approved by: _____

(Must have signature of Paul Buckner, Executive Director of Facilities)

Date: _____

(Please keep to one page if possible)