

2008-2009 TECH PREP SPECIAL PROJECT APPLICATION

Title of Project: _____

Amount Requested from Tech Prep: _____

Proposed Completion Date of Project: _____

Applicant/Project Manager:

Name: _____ Title: _____

School Address: _____

School Phone Number: _____ Home Phone Number: _____

Home Address: _____

Other project participants and their school/business affiliations:

Co-Applicant Name _____ Title: _____

School/Business: _____

Co-Applicant Name: _____ Title: _____

School/Business: _____

Required Official Signatures

Applicant/Project Manager Date

Superintendent Date

Supervisor Date

Building Administrator Date

Business Partner and/or
Community Partner Date

Tech Prep Director Date

You may download a digital copy of this form at our website: www.tc3.edu/collegenow/techprep

SPECIAL PROJECT BUDGET PROPOSAL FORM

Project Manager(s) _____ High School _____

Summer Address _____

Email address _____ Phone _____

PLEASE FOLLOW INSTRUCTIONS INCLUDED IN APPLICATION PACKET!

Category	Description	Minimum Amount Requested	Maximum Amount Requested
Personnel or Consultant Fees			
Travel			
Equipment *items over \$4999.00			
Supplies / Materials *items under \$5000.00			
Other			
TOTAL			

Funding is contingent upon renewal of the Tech Prep grant.

Project Manager signature: _____ Date: _____

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BUDGET JUSTIFICATION

Provide a description and estimated cost for all budget items; the description should include how the item will be used, why it is needed/important, and why another item cannot be substituted, as applicable. Please state salary rate, stipend rate, per diem, etc. used to calculate personnel expenses. If there is a brochure for a training/workshop that is part of the grant request, please attach a copy. Attach price quotes (or websites) for supplies and software; we expect you to get the best price/educator price for all items. A single supply item may not exceed \$4999; items above that amount are considered equipment. If requesting equipment, please attach a 3 bids or quotes (or evidence that the item is only available from one place). *Attach additional pages as needed.*

Item	Description	Amount
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