

To be considered for a grant through the Foundation for Tulsa Schools, all the following components must be submitted. Incomplete proposals will not be considered. Please use this outline to guide your submission and ensure alignment with Tulsa Public Schools' policies and strategic goals.

Please note: Submission of a proposal does not guarantee funding. If your grant proposal is accepted, the Foundation will begin the process of identifying and pursuing funding opportunities. At this time, the Foundation does not have a large pool of unrestricted funds available for proposals that have not already been identified by district leadership as priorities within the Tulsa Public Schools Strategic Plan.

Executive Summary (1-page maximum)

A concise overview that captures the essence of the proposal. This should be compelling and easy to digest for both education-focused and philanthropic audiences.

- **Project Overview**

A brief paragraph summarizing the project, including its purpose and the students or schools it aims to impact. If the proposed project is part of a broader district initiative, be sure to describe how it fits within the larger strategy. Highlighting the overarching goals and connected efforts will help donors understand the full scope of Tulsa Public Schools' commitment to addressing this issue and the role their investment will play in advancing systemic impact.

- **Key Initiatives**

A bullet-point or brief list of major strategies or programs included in the project.

- **Key Performance Indicators (KPIs) / Projected Impact**

Summary of anticipated outcomes and how donor investment will make a measurable difference.

- **Funding Request**

Total amount requested, time frame for funding, and a high-level explanation of how funds will be used.

Full Proposal

1. Project Introduction & Statement of Need

- Describe the problem or challenge the project addresses within Tulsa Public Schools.

- Provide context and background data to demonstrate why this project is needed now.
- Clarify who will benefit from the project (e.g., specific student populations, schools, educators).

2. Key Initiatives

- Break the project down into 2–5 core initiatives or components.
- For each initiative, provide:
 - A paragraph description
 - Purpose and alignment with TPS strategic plan/priorities
 - Timeline and scope of implementation

3. Key Performance Indicators (KPIs)

- Define specific, measurable indicators of success for each initiative. Use the SMART framework:
 - Specific – Clear, focused goals
 - Measurable – Quantifiable outcomes
 - Achievable – Realistic expectations based on current resources and capacity
 - Relevant – Tied directly to the TPS mission and student success
 - Time-bound – Includes deadlines or milestone dates
- **Data Coordination**
 - Confirm that metrics align with existing TPS data systems
 - Coordinate with the TPS Data Team to ensure feasibility of tracking or to propose a system to track if not already in place

4. Funding Request and Budget

- **Narrative Justification**
 - Explain why philanthropic investment is needed
 - Emphasize how donor support will help launch or scale the project in a way that TPS cannot do alone
 - Include the total funding request, over what period, and any match/leverage opportunities

- Detailed Line-Item Budget
 - Full project costs itemized by expense type (personnel, materials, training, technology, etc.)
 - Please use the district DONOR FUNDED – Budget Template which you can download on this website or get from the district Finance Special Projects team
- Sustainability Plan
 - Outline how the project will continue beyond the grant period
 - Address potential TPS budget absorption, alternative funding sources, or self-sustaining strategies
- *All budgets must be reviewed and signed off by district Special Projects Finance team*

5. Endorsements & Approvals

- Letter of Support from Relevant TPS Chief Officer
 - Should highlight the alignment of the project with district strategic plan/priorities
 - Should affirm administrative readiness to support and implement the initiative
- **Superintendent Approval**
 - Final sign-off indicating district-wide commitment and alignment with TPS goals

Letter of Support from Chief Officer & Superintendent Approval

Dear Foundation for Tulsa Schools Review Committee,

I am writing to express my full support for the proposed project titled
"_____", submitted by
_____ (Department/Team
Name) for consideration by the Foundation for Tulsa Schools.

This initiative directly aligns with Tulsa Public Schools' strategic plan,
particularly our commitment to_____

_____.

My team and I are prepared to fully support the implementation of this project.
We have reviewed the plan and timeline, and I can confirm that we have the
administrative capacity, staffing, and systems in place to ensure successful
execution and sustainability. We are also committed to tracking and reporting
progress using data-driven methods in alignment with district protocols.

I respectfully request that the Foundation consider this proposal for funding.

Sincerely,

Chief Signature

Date

Printed Name

Title

Email Address

Phone Number

Deputy Chief of Finance Signature

Date

Superintendent Approval

I have reviewed and approve this proposal for submission to the Foundation for
Tulsa Schools.

Signature: _____

Dr. Ebony Johnson, Superintendent, Tulsa Public Schools