



Request to Use Title II Funds Private Schools

Office of Grants Monitoring & Compliance
301 North 9th Street, 13th floor, Richmond, VA 23219

(804) 780-7791

The Office of Grants Management provides oversight on the use of Title II, Part A grant funds. Federal guidelines mandate that the funds are used for "high-quality professional development" that meets the criteria contained in the definition of professional development in Title IX, Section 9101 (34) of ESEA.

Please return the completed form to: Randall Johnson, Grants Manager at rjohnson9@rvaschools.net or fax to (804) 780-5235. (Please type in all information and submit with **2 authorized signatures**)

School Name

Contact Person Name and Title

Email

Phone Number

Amount of Funds Requested

Title of Professional Development Activity

Location of Activity

Activity Date(s) and Time(s)

Does this activity align with your current Needs Assessment Plan? If no, please submit a revised Needs Assessment that provides justification for this activity.

Yes

Revised plan attached.

Describe how the funds will be used. If the request is for a workshop or conference, attach the program agenda and include the name and position of the person(s) attending.

Briefly describe the anticipated measurable outcomes and how they will be evaluated.

Provide a detailed budget of all anticipated expenditures.

Principal/Designee Signature and Date

Principal/Designee Signature and Date

RPS Budget Holder Signature and Date

Approved (OGM Office Use Only)

Yes No

Reason for denial: