



**Quality Schools Grant Program**

301 S Park Avenue — PO Box 200523 — Helena, Montana 59620-0523  
Phone: 406-841-2770 — Fax: 406-841-2771 — TDD: 406-841-2702 — [comdev.mt.gov/Programs/QualitySchools](http://comdev.mt.gov/Programs/QualitySchools)

**QUALITY SCHOOLS  
PLANNING GRANT APPLICATION  
2015 BIENNIUM**

Responses should be mailed to the address listed above. Applications will be accepted beginning April 11, 2014. Refer to the Planning Grant Guidelines & Administration Manual, or contact Program staff at [DOCQualitySchools@mt.gov](mailto:DOCQualitySchools@mt.gov), or (406)841-2770 with questions. **A public school district, defined by LE#, may apply for one Quality Schools planning grant per funding cycle.**

School District Name: \_\_\_\_\_ LE #: \_\_\_\_\_

**Primary Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please provide the following information for your proposed planning project:**

Name of School Facility: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Brief Summary of Project:

**To the extent that your planning project will affect more than one facility or building, please explain on a separate sheet, making sure to include the facility location.**

Planning Grant Amount Requested from Quality Schools: \_\_\_\_\_

Applicant's Match Amount: \_\_\_\_\_

Total Planning Project Cost: \_\_\_\_\_

**Contractor Information (if applicable):**

Name of Engineering/Architectural Firm: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**Deliverables:**

*Please provide a detailed list of the deliverables to be completed for the facility/facilities listed above. Attach additional pages as necessary.*

**Planning Project Narrative:**

*Select the Statutory Priority that best fits the proposed planning project. Statutory Priorities can be found in the Quality Schools Planning Grant Guidelines and Administration Manual, Section VI. Please provide a detailed narrative of the extent to which the planning project meets the goals and objectives of the Statutory Priority selected. **Preference will be given to planning for projects involving repairs to existing facilities over projects involving construction of new facilities.***

Statutory Priority (select one):            #1            #2            #3            #4            #5            #6

*Please address each of the following Statutory Attributes as they apply to the applicant's school district. For more information on Statutory Attributes, refer to section VI of the Quality Schools Planning Grant Guidelines & Administration Manual.*

(1) The applicant's need for financial assistance with the planning project.

(2) The applicant's efforts to obtain and commit the required matching funds.

(3) The applicant's past efforts to ensure sound, effective, long-term planning and management of its facilities, and attempts to address its facility planning needs with local resources.

(4) The fiscal capacity of the applicant to manage the planning project, demonstrate the use of general accepted accounting principles, adhere to design standard required by regulatory agencies, and obtain longer-term funding necessary to complete the planned facility project.

(5) Evidence of the community’s support for the planning project and the facility project anticipated to result from such planning (attach documentation if necessary).

**Planning Application Attachments:**

1. An **itemized budget**, identifying all sources and expenditures of all funds related to the proposed planning project on the budget template attached hereto.
2. An **implementation schedule** detailing the proposed timeline for completion of the planning project on the schedule template attached hereto.
3. **Performance Contracting Only** (Priority 4): Proof of the selection process set forth in 90-4-1104, MCA, including documentation that the request for proposal was sent to at least three qualified vendors known to be offering energy performance contracts.
4. **Any other supplemental information the applicant believes would support the review and scoring of the application.**

**The undersigned authorized representative hereby certifies that** (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read, and understood the guidelines for the Quality Schools Planning Grants and agrees to comply with all requirements therein; (c) the trustees of the district have formally authorized the submittal of this application; and (d) s/he has the authority to act on behalf of the school district in submitting this application.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**

The applicant must submit the completed application and any supplemental materials to the Department by first class mail, hand delivery, or email to:

Montana Department of Commerce  
Community Development Division, Planning Bureau  
301 South Park Avenue  
PO Box 200523  
Helena, MT 59620-0523  
DOCqualityschools@mt.gov

Each application submitted must be complete and accompanied by all required supplemental materials. Commerce reserves the right to reject ineligible, incomplete, or otherwise improper applications. Commerce will begin accepting applications for additional planning grant funds on **April 11<sup>th</sup>, 2014** and will award grants until the remaining funds have been expended. If the district submits its application electronically, it must mail the original signature page to the Department.

**Quality Schools Planning Grant Proposed Budget**

Prepared By: \_\_\_\_\_ For: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Quality Schools Eligible Costs</b>	<b>Quality Schools Planning Grant</b>	<b>Source:</b>	<b>Source:</b>	<b>Source:</b>
Preliminary Engineering Services				
Preliminary Architectural Services				
Energy Audit Services				
Master/Facility Planning				
Facility Condition Inventory (FCI) Training or Services				
Quality Schools Project Grant Application Assistance				
Other Planning Services (please define)				
<b>Grant Administration Costs</b>				
Postage				
In-State Mileage				
Copies & Printing				
<i>Total Eligible Costs</i>				
<b>Ineligible Costs (can be paid with district match)</b>				
Design or Construction Documents or Services				
<i>Total Ineligible Costs</i>				
<b>Total Project Budget by Source</b>				

**Total Cost: \$** \_\_\_\_\_

