



## Grant Application Guidelines

*Dedicated to enhancing opportunities to achieve excellence for students of North Branch Area Public Schools ISD-138.*

### Grant Eligibility Criteria and Guidelines:

- Applications are accepted yearly from October 15-December 15.
- Grant applications will be reviewed in January, with notification in early February.
- Grants without all needed signatures and/or turned in late will not be considered.
- Questions can be directed to: [contact@nbaef.org](mailto:contact@nbaef.org)
- **Return completed application to: Pat Tepoorten, NBAPS Communications Director**

The North Branch Area Education Foundation (NBAEF) funds projects that:

- are innovative and enrich or supplement teaching efforts/learning activities that directly benefit students
- develop learning opportunities not usually possible within the normal school budget
- are clearly defined and have clearly stated purposes, student performance outcomes, methods and procedures
- are realistic and educationally sound, with specific materials, resource personnel, tentative schedules and completion dates
- include an evaluation and reporting plan focusing on achievement of designated student learning outcomes suitable to the nature of the project
- include a budget request that is reasonable, sufficiently detailed and lists any other sources of income. When shopping around, remember to look locally first.

Preference will be given to projects that:

- have unique or innovative components (i.e., pilot projects, model programs, experimental efforts and creative programs to enhance the educational experience)
- are new and have never been funded through the school district budget
- require start-up support rather than ongoing funding (applicants may apply for additional funding in another calendar year, but should not rely on NBAEF for any subsequent funding)
- enhance the learning experience for larger numbers of students

Projects are ineligible that:

- involve the establishment of a permanent foundation or trust, or the creation of a permanent interest-bearing account
- request funds for other organizations that are themselves fundraisers
- request funds for any political organization
- are for events that have already taken place
- include any liability for the NBAEF except for the monetary amount of the grant
- do not have all appropriate signatures including technology approval if needed
- salaries, lodging, meals, and transportation are typically not funded

## GRANT APPLICATION CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> NBAEF Grant Application form         | <input type="checkbox"/> All appropriate signatures     |
| <input type="checkbox"/> Project Summary                      | <input type="checkbox"/> Technology approval, if needed |
| <input type="checkbox"/> Project Budget                       | <input type="checkbox"/> Deadline: Dec. 15, 11:59pm     |
| <input type="checkbox"/> Project Evaluation & Acknowledgement |   |



## Grant Application

***Applications are accepted yearly from October 15-December 15.  
Grant applications will be reviewed in January, with notification in early February.  
See Grant Guidelines checklist and provide all information requested.***  
**Return completed application to: Pat Tepoorten, NBAPS Communications Director**

Applicant (Primary Contact): \_\_\_\_\_

School: \_\_\_\_\_

Title (Subject/Grade): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Second Contact (if applicable) include Name, Title, School, Telephone, and Email:

\_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

### *By signing:*

- Grant applicant assures that they have discussed this proposal with their principal/director, and technology, have verified that funding for the project is not available from normal school or district sources, will commit the time needed to conduct the work described in this application, and will complete the required status and final report by designated date.*
- Principal/director/technology assures that the project applicant has approval to implement the project, the project meets the overall mission of the site or program, and applicant will be available to present the information to the NBAEF Board of Directors on designated date.*

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal / Director signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Technology Signature if needed

\_\_\_\_\_  
Date

*NBAEF use only:*

*Date Rec'd: \_\_\_\_\_ Approved: Yes No Date Approved: \_\_\_\_\_*

*Check issued date: \_\_\_\_\_*

## PROJECT SUMMARY

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Title \_\_\_\_\_

How many students will this impact? \_\_\_\_\_

Please attach a summary of activities, a timetable of events & answer the following questions:

- What is the need or rationale for the project?
- Who are the learners to be affected?
- How will this project provide new and/or unique learning opportunities?
- Describe specific student learning outcomes of the project, both measurable and intrinsic (know, do, value, create), and how these outcomes will be reached.

## PROJECT BUDGET

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1. Project Budget Specifics (may be attached)

- Provide specific information about costs, including materials, equipment, supplies, transportation and other expenses.
- Be advised that NBAEF typically does not underwrite meals, lodging salaries, and the like.
- **Please consider purchasing locally whenever possible.**

Expense	Description	Estimated Cost (\$)

<b>Total project costs</b>	\$
<b>Amount requested from NBAEF</b>	\$
<b>Amount requested from other sources</b>	\$

2. Other Funding Sources and/or Cooperating Organization

If this project involves a cooperating organization, please attach a letter of participation that states the cooperating organization's contributions and responsibilities. Such collaboration is desired but not required. If there are other funding sources involved with this project, please list.

Name of Organization: \_\_\_\_\_

Amount committed to project: \$ \_\_\_\_\_

# PROJECT EVALUATION AND ACKNOWLEDGMENT

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## 1. Evaluation

- Describe how this project will be evaluated. How will you evaluate the degree to which the specific learning outcomes have been achieved? Include a description of how and with whom the results of the evaluation will be shared.
- Note: Please provide NBAEF a copy of the evaluation and any pictures or publications.

## 2. Public Acknowledgement

In what ways will you be able to publicly acknowledge support provided by NBAEF?

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## 3. Grant Presentation

- Grant presentations are required by NBAEF. Please present a 15-minute summary of the project.
- Presentations are scheduled in the fall by the NBAEF Board of Directors and you will be notified of the date.

Presentation Contact Name, Email & Phone: \_\_\_\_\_

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## 4. Project Description

Please describe in 2-4 sentences for NBAEF to use on promotional materials.

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## 5. Project Marketing

NBAEF would appreciate photos and/or a copy of the presentation to use for future marketing for the Foundation. Please email to [contact@nbaef.org](mailto:contact@nbaef.org).