

**Grant Application Guidelines**

**Mission Statement:**

 *“Dedicated to enhancing student opportunities to achieve excellence”*

**Grant Eligibility Criteria and Guidelines:**

**Grants are available from October 1 though 11:59pm December 15 from the school district Communications Director and at bnaef.org**

**Grants without all needed signatures and grants turned in late will not be considered.**

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

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.

*Contact the NBAEF at:* *contact@NBAEF.org* *with any questions.*

**GRANT APPLICATION CHECKLIST**

Please make sure that you have included:

1. \_\_\_North Branch Area Education Foundation Grant Application
2. \_\_\_Project Summary
3. \_\_\_Project Budget
4. \_\_\_Project Evaluation and Acknowledgment
5. \_\_\_All appropriate signatures secured
6. \_\_\_Technology approval if the grant requires technology
7. \_\_\_Deadline December 15 at 11:59pm
8. \_\_\_Notification by January 31

**Please return completed application and supporting documents to:**

**Pat Tepoorten**

**North Branch Area Education Center**

**Grants may be turned in electronically or as a hard copy.**