

**NORTHVIEW EDUCATION FOUNDATION
2019 February(2nd SEMESTER) GRANT APPLICATION**

DEADLINE: Please mail the completed application inter-office mail to NEF at the Special Ed Office or deliver completed application to the Administration Building by 4pm **on MONDAY, FEBRUARY 4.**

GRANT DISCUSSION MEETING: **February 11** beginning at 5:00 pm in the Crossroads Media Center. Email NEF@NVPS.net or call Brenda Dykema (NEF Executive Director) at (616) 365-6153 to schedule a time 5-7 Minute slot to discuss your grant. The purpose of this meeting is to have any questions or clarifications answered regarding your grant for our Committee. **APPOINTMENTS ARE SCHEDULED ON FIRST COME. PLEASE CALL OR EMAIL AS SOON AS YOUR GRANT IS SUBMITTED.**

GRANT WRITER REQUIREMENTS:

- Fill out the grant application and submit it by set deadline (describe purpose/description & budget)
- Have the grant approved by building principal (signature required).
- If the grant includes a request to purchase technology, it must have Director of Technology signature.
- Ideas for grants can be shared but each grant must be written by the person(s) applying for grant.
- Funds requested cannot include costs for transportation, meals, apparel/uniforms or Northview employee salaries.
- Attend grant application discussion meeting to answer questions regarding the grant application.
- Grant applications will be accepted for repeat grants but please note new grants may be given preference over grants that were previously awarded within the prior two years.
- Grants will not be accepted for purchases made previous to the grant award.

FOLLOWING GRANT APPLICATION DISCUSSION MEETING - THE NEF WILL:

- Approve the funding in full or partial.
- Return the application with suggestions for resubmitting.
- Deny the request. (Explanation would be given)
- You will receive an email within two weeks of the Grant Meeting as to the decision.

GRANT RECIPIENT REQUIREMENTS:

- Within 3 months submit an article w/ pic of grant in action to NEF@nvps.net for the NV News.
- Post information about the grant in/on your classroom newsletter or website.
- Spend all money awarded within **SIX** months of receiving the grant.
- Attend the Golf Outing if possible to be recognized.

QUESTIONS: Please contact your NEF Building Representatives or NEF@NVPS.NET

NORTHVIEW EDUCATION FOUNDATION
2019 2ND SEMESTER GRANT APPLICATION

GRANT TITLE: _____

APPLICANT(S) NAME: _____

SCHOOL: _____ POSITION: _____

PHONE: _____ E-MAIL: _____

AMOUNT REQUESTED: \$ _____ # OF STUDENTS TO BENEFIT: _____

WILL THIS GRANT BE USED IN FUTURE SCHOOL YEAR(S) _____

REQUIRED SIGNATURES:

APPLICANT: _____ TECHNOLOGY: _____

(If Applicable)

PRINCIPAL: _____ SUPERINTENDENT: _____

DESCRIPTION/PURPOSE:

Grant Description:

Purpose of Grant:

PROJECTED BUDGET:

Funds Requested from NEF:	\$
Outside Funding (Corporate/Private/Matching School Funds):	\$
Total Project Budget:	\$

BREAKDOWN OF EXPENSES:

Item Description:	Purchased From:	Amount
		\$
		\$
Total Project Budget:		\$