

**NORTHVIEW EDUCATION FOUNDATION
2022 January GRANT APPLICATION**

DEADLINE: Please email your application to NEF@NVPS.net or mail the completed application inter-office mail to NEF at the Special Ed Office by 4pm on **TUESDAY, JANUARY 18TH.**

GRANT DISCUSSION MEETING: **JANUARY 24TH** beginning at 5:00 pm at Crossroads Media Center. Email NEF@NVPS.net or call Emily Wurn (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 REQUESTS UNDER \$300 WILL BE REVIEWED PRIOR TO THE GRANT MEETING AND MAY BE EXEMPT FROM ATTENDING THE MEETING, HOWEVER, THIS IS NOT A FINAL DECISION ON AWARDING THE GRANT. YOU WILL HAVE APPROVAL OR DENIAL BY February 1, 2022.

Grant Writer Requirements:

- Submit grant applications that enhance at least one of the School/District Improvement Goals or Strategies.
- Fill out the grant application and submit it by set deadline (purpose, description, budget, recognition, evaluation).
- Have the grant approved by building principal (signature required or verbal approval if completed on line).
- If the grant includes a request to purchase technology, it must have Robin Paredez (Director of Technology) approval.
- Email NEF@NVPS.net for a time slot to present their grant application to the grant committee so that any questions can be answered. You may email as soon as you submit your grant. Time slots are given as a first come basis. Each slot is 7-10 minutes.
- While ideas for successful grants can be shared, each individual grant should be written specifically by the person(s) submitting the grant to reflect individual classroom circumstances.

Additional Information:

- **NEF will not consider funding the following:**
 - Transportation, lodging, snacks or meals
 - Apparel or uniforms
 - Northview employee salaries
 - Playground Equipment
 - Grants from other fundraising organizations (Band Boosters, Athletic Boosters, PTC's)
 - Gift Cards
 - Grants that are requesting reimbursement for items previously purchased prior to a grant award
- If a grant has been approved in the past one or two grant sessions consecutively – your grant may be submitted for consideration however, due to the amount of new grants received each grant period, this may be considered in the decision of funding.
- NEF will consider “one time use grants” (i.e. field trips) for students, however due to the amount of grants presented for items that will be used for many students and in to the future, these grants may take precedent over one time use grants.

FOLLOWING GRANT APPLICATION DISCUSSION MEETING - THE NEF WILL:

- Approve the funding in full or partial. You will receive an email with a decision by FEBRUARY 1.
- Return the application with suggestions for resubmitting.
- Deny the request. (Explanation would be given)

Grant Recipient Requirements:

- Submit an article and picture of their grant in action to Northviewnews@nvps.net to be published in the Northview News. This should take place within three months of spending your funds. Copy NEF@NVPS.NET on your email submission.
- Post information about the grant in/on your classroom newsletter or website.
- Spend all money awarded within THREE months of receiving the grant using the PO you receive. DATE: JUNE 1
- Attend one NEF Fundraiser if possible to show support and be recognized.

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

NORTHVIEW EDUCATION FOUNDATION
2022 JANUARY GRANT APPLICATION
APPLICATION DEADLINE: TUESDAY, JANUARY 18, 2022

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:		\$

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