

NCEF GRANT APPLICATION GUIDELINES

Applicants are required to complete and submit an online grant application at www.nc-foundation.org.

Preference is given to proposals that are *original, innovative and highly motivational* to students. Grants should supplement and enhance the adopted district curriculum.

Matching funds are strongly encouraged. Include sources and amount of such funding in your budget. Community and parent involvement are also strongly encouraged.

Programs/individuals may submit only *one* application.

Full or partial funding may be awarded to grants selected. We do not usually fund transportation, food, or rewards. We **do not** fund salaries or consultant fees. Please **do not** request more than \$1,000. Most grants awarded will be for \$500 or less.

We usually do not fund ongoing projects and strongly encourage applicants to seek other funding for ongoing projects and/or extensions.

Grant proposals must be submitted in full online (this includes Parts A, B and C, as well as verification of administrator approval).

Grants are typically awarded in early December.

Required Grant Proposal Format

Part A: General Grant Application Information

Part B: Project Description – Describe the requested grant using the following format:

- Primary objectives of the project
- Narrative description of the project
- Detailed plan for evaluation, and written report to the Foundation of results by the end of the school year.

Part C: Itemized Budget – Include any matching funds.

Application Instructions

- You must verify and sign that your administrator has approved applying for an NCEF grant and that there are no funds available.
- Grant applications must be submitted online by **date indicated at end of application**.
- Grant applications not in compliance with these guidelines will be returned.

SELECTION CRITERIA FOR AWARDING GRANTS

As you prepare your grant application, please keep in mind the mission statement of the North Clackamas Education Foundation, “To improve educational opportunities for students in North Clackamas School district through community financial support.”

The NCEF Grants Committee reviews grant applications and awards points as follows:

- Follows the grant guidelines and instructions as outlined: **Possible 4 points.**
- Documents that no district, state or federal funds are available for this project: **Possible 3 points.**
- Supplements and enhances the district curriculum: **Possible 15 points.**
- Proposal is original, innovative and highly motivational to students: **Possible 35 points.**
- Proposal has clear objectives, a clear evaluation plan and a high probability of success: **Possible 20 points.**
- Includes active participation and/or matching funds by parents, community and/or other school staff: **Possible 10 points.**
- Number of students directly involved in this grant this school year: **Possible 10 points.**