



Sublette

BOCES

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**Grant-In-Aid
Application
2025-2026**

Name(s) (if a group, provide a full list of names):	Date:
Contact Person:	Phone Number:
Email:	Amount Requested:
Number of Participants:	Dates of Event:
Reimbursement Payable To:	
Mailing Address for Reimbursement Check:	

Sublette BOCES has a far-reaching grant-in-aid program available to K-12 students residing in the Sublette School District #1. Our grants are meant for students who wish to engage in forms of educational enrichment, such as sponsored trips with an educational purpose, higher education experiences, and academic competitions. Sublette BOCES will pay up to \$250 per student, and up to \$2,500 to groups of students of ten or more who apply for a grant. Groups are led by an adult or sponsor and defined by all attending the same educational experience. In the case of group applications, the amount awarded will not exceed \$250 per student. Grant-In-Aid awards are limited to \$250 per student each fiscal year. BOCES will not pay for a repeat experience in the same fiscal year.

While the maximum paid for a grant-in-aid is \$250, applicants are expected to pay a significant portion of the total cost of the trip or program. Grant funds to the requestor will be processed once a reimbursement request is received by BOCES with accompanying receipts showing expenses of the cost of the trip or program. In extraordinary circumstances, a grant-in-aid may be awarded for more than \$250 if one or more of the following are demonstrated.

1. Extraordinary financial need
2. Exceptional enrichment experience is available
3. Unusual circumstances arise that present unique obstacles to the ability to engage in a valued enrichment experience

To be awarded funding, each applicant must submit an application and then attend a regular meeting of the Board to seek approval of the request. The applicant should also prepare to report back to Sublette BOCES on their enrichment experiences.

Grant-in-Aid Application

Please complete the following application and submit it via email to rschamber@sub1.org This is a fillable pdf, so can be completed by downloading it to your computer and typing directly into it. BOCES staff will help you, or your group, prepare to present the application to the Board of Directors at the next board meeting if needed. If approved, you will need to sign a grant acceptance letter that details the next steps.

Please describe the activity or event you are requesting funds for:

How will participation in this experience enhance or enrich your education?

How will the experience be useful to you in the future?

What will each part of the experience cost? Please be sure to include all costs associated with registration, travel, lodging, food, etc.

What other funding do you have available to assist you with the cost associated with this experience? If applicable. (We expect to pay only a portion of the cost of the trip, so other funding is important). Be sure to explain how you raised the funding in detail.

The Sublette BOCES Grant in Aid process is as follows:

- All requests must be submitted via email to rschamber@sub1.org no later than Thursday the week prior to the next BOCES board meeting (First Thursday of the month).
- Students making a request must also appear in person at the board meeting to make their request and answer any questions.
- The board will make a decision on funding at the following regularly scheduled board meeting.
- Funding will be released once receipts , or confirmation of attendance are submitted for the expense.

Name

Date