School District Grant
Deadline: March 10, 2023
2023/2024 Fiscal Year[1]

The following instructions are designed to help you complete a grant application that will be successful and that will make it easier for the board to assess the quality of the application. Please, read the instructions thoroughly and use them to craft your application. **PLEASE NOTE: NEW PROCEDURES THIS YEAR FOR TO SIMPLIFY THE PROCESS. READ ALL INSTRUCTIONS CAREFULLY.**

Purposes of Grant Program:

The primary purpose of the Sublette BOCES grant program is to enrich education. Successful grants will assist BOCES in achieving one or more of the following goals.

1. Maintain and/or expand programs that will enrich educational opportunities for students within the district.

2. Help Pinedale become a leader in early childhood education.

3. Support continuing education and enrichment for adult learners in the community.

Requirements for Grant Proposal:

Sublette BOCES is committed to enriching education in our community and within the school district. We encourage teachers and administrators to submit grants.

**Deadline for completed submissions to your supervisor/administrator is Friday, March 10, 2023.

Submission Guidelines:
- Incomplete applications will not be considered for funding.

- If desired, you may schedule a meeting with the Sublette BOCES Director for guidance on writing your grant.

- **If requested**, attend the Sublette BOCES Grant Hearing to answer questions from the board. Questions tend to pertain to understanding significant increases in funding for previous grant recipients, or to explore the nature of the proposed program for new grant requests.

---

[1] Sublette BOCES fiscal year begins on July 1, 2023 and ends on June 30, 2024. All funds need to be expended before the end of this fiscal year.

- **<u>NEW REQUESTS ONLY (projects ever funded by BOCES before)</u>**: Include a cover letter with the grant application (see form below). The cover letter should explain in one page or less, how your proposed project will help achieve one or more of the goals stated above. It is not necessary to demonstrate that the project relates to each goal, but it must be linked clearly to one of the goals.

- A detailed budget of your proposed project must be submitted. That budget must include dollar amounts for the major expenses and detail other sources of funding you will use (including district resources). This part of the budget should include both regular funds and in-kind funding (parent volunteers, for example).

- **<u>NEW REQUESTS ONLY:</u>** Your application must include a budget narrative, and that narrative should explain the purpose and use of each line item.

- As an educational institution, Sublette BOCES is committed to learning about the effectiveness of its programs and we require an evaluation of the program our grants support (see instructions below). Your proposal must include a plan for the completion and submission of an evaluation.

- Submit your grant through your building principal or supervising administrator.

Post Grant Evaluation:

If your grant is approved, you will be required to submit a grant evaluation for this program with any future request or renewal, or at the end of the project. It is recommended to collect data throughout the duration of your project so that you may submit artifacts and evidence as part of the evaluation. For further details on the requirements of the evaluation, visit our website www.subletteboces.com and look under "Forms".

Important Dates:

March 10, 2023	Grant application package from the district due at Sublette BOCES
April 6, 2023	Grant hearing
June 1, 2023	Grants awarded
July 1, 2023	Funding available
July 1, 2023 - June 30, 2024	Submit invoices throughout the project duration
End of Project	Submit completed evaluation form

PLEASE CHECK THE BOX THAT BEST DESCRIBES YOUR REQUEST:

This is a recurring grant. Nothing other than salary/benefits has changed. **<u>COMPLETE ONLY PART A and D</u>**

This is a recurring grant with a few minor changes. **<u>COMPLETE ONLY PARTS A, B and D</u>**

This is a completely new request. **<u>COMPLETE PARTS A, C and D and BUDGET NARRATIVE</u>**

PART A

BOCES Grant Application
Sublette School District #1
2023 - 2024

Information		
School or Department:		
Contact Person:		Date of Application:
Phone:	Email:	
Title and general purpose of the grant:		
Project date:	Amount requested:	Total project cost:
Contact Person Signature (may be typed):		
Principal Signature:		
Superintendent Signature:		

PART B: (ONLY FOR THOSE SUBMITTING RECURRING GRANTS WITH SLIGHT CHANGES)

In 250 words or less, please describe what is different or new with your request this year.

PART C

Program and Project Information
1.) Short description of the students/participants served (include the estimated number):
Ages of participants: Building/Program Served:
2.) Description of your program, including the general purposes of it.
3.) Explanation of project (provide enough information to allow board members to understand how it will work):

4.) How is this program/project aligned with Sublette BOCES goals? Be sure to identify the goal(s) and develop a thorough explanation of how your project will help us reach those goals.

5.) Describe the timetable of the program/project and explain why the proposal should be funded now.

6.) How will you evaluate what worked and what needs improvement in the proposed project/program?

PART D

Budget Worksheet				
Description	**Sublette BOCES Amount**	**Other Funding Amount**	**Total Amount**	**% derived from BOCES Funding**
Revenues				
Total Revenues				
Expenses				
Totals Expenses				

BUDGET NARRATIVE: <u>(only complete if this is a NEW request)</u>

The budget narrative should explain each line item in the budget worksheet and a little about the need for it.