Sublette BOCES
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Community Grant Instructions

2026/2027 Fiscal Year[1]

Purposes of Grant Program:

The primary purpose of the Sublette BOCES community grant program is to open avenues for reaching these three goals of Sublette BOCES through the efforts of other community organizations. The goals are:

- *Enhance educational access and opportunities for both students and adults through collaboration with Western Wyoming Community College, Sublette County School District #1, and other educational institutions to create a seamless and comprehensive learning ecosystem.*
- *Elevate educational opportunities and bolster workforce readiness by introducing and expanding Career and Technical Education (CTE) programs for students within Sublette County School District #1 (SCSD#1) and the broader community.*
- *Expand educational horizons and foster personal growth by providing a diverse array of enrichment education opportunities to meet the needs of all populations within our community.*

Requirements for Proposal:

Sublette BOCES is committed to enriching education in our community. Community organizations are encouraged to submit grants designed to help meet that commitment. Read all of the guidelines and prepare a complete proposal accordingly. ***The deadline for completed submissions is March 6, 2026.***

Application Checklist:

- □ A cover letter that summarizes how the grant money will be expended and the purposes/goals it will address. This letter should provide a synopsis of the program as well as an explanation of anything new in the request (if a repeated request).
- □ The completed grant application.
- □ **If requested,** have a knowledgeable representative of your organization attend the Sublette BOCES Grant Hearing. The sole purpose of attending the grant hearing is to address board concerns and questions about the application.
- □ Email the completed application to rschamber@sub1.org.

[1] Sublette BOCES fiscal year begins on July 1, 2026 and ends on June 30, 2027. Grant funds cannot be expended after the end of the fiscal year. Furthermore, requests for reimbursement must be submitted by June 21, 2026.

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 6, 2026 Grant application due at Sublette BOCES by 5:00pm

April 7, 2026 Grant hearing

June 2, 2026 Grants awarded

July 1, 2026 Funding available

July 1, 2026 - June 30, 2027 Submit invoices throughout the project duration

End of Project Submit completed evaluation form

—-------Cover Letter—-------

Organization Information		
Title and overall purpose of the grant:		
Project date:	Amount requested:	Total project cost:
Contact Person:		
Name of Organization:		
Address:		
Phone:	Email:	
Brief description of the organization (including its legal status, mission, and primary activities):		

Project Details	
1. Description of program/project:	
2. Description of program/project goals and objectives:	
3. Number of program/project participants (estimated):	
4. Ages of participants:	Area served:

5. How will you evaluate what worked and what needs improvement in the proposed project/program? Please, include a schedule for completing the evaluation.

   a. Inputs ("Inputs" primarily represent what goes into a project):

   b. Outputs (What do you hope will be gained through this program?):

   c. Outcomes (What is the overall objective of this program?):

6. How is this program/project aligned with Sublette BOCES strategic goal(s)? Be sure to identify each goal and clearly explain how your project aligns with the goals(s).

7. Describe the timetable of the program/project and detail your organization's plans to secure future funding for this project. If you don't anticipate seeking other future funding, state that and the reason why.

8. How do you plan to communicate Sublette BOCES' involvement to the community? Please, be specific.

Grant Budget Spreadsheet[1]						
Description	**Sublette BOCES Amount**	**Other Funding Amount[2]**	**Other Funding Amount**	**Other Funding Amount**	**Total Amount**	**% of Line Item derived from BOCES Funding**
Revenues						
Total Revenues						
Expenses						
Total Expenses						

[1] Add columns and rows as needed.

[2] If you include "in-kind" sources of support, please explain in detail in the budget narrative.

Budget Narrative: (add space as necessary and include a paragraph to explain the revenues and another to explain the expenses):