



## GRANT-IN-AID APPLICATION FORM

<b>Name:</b> (if a group, provide full list of those seeking funding here)	<b>Date:</b>
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<b>Contact Name:</b>	<b>Phone Number:</b>
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<b>Email:</b>	<b>Amount Requested:</b>
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<b>Mailing Address:</b>
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<b>Number of Participants:</b>	<b>Dates of Event:</b>
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### Grants-in-Aid Process:

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. Grants-in-aid are limited to \$500 per fiscal year per student and BOCES will not pay for a repeat experience in the same fiscal year. Sublette BOCES will pay up to \$500 per student, and up to \$5,000 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 \$500 per student.

While the maximum paid for a grant-in-aid is \$500, applicants are expected to pay a significant portion of the total cost of the trip or program. In extraordinary circumstances, a grant-in-aid may be awarded for more than \$500 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 receive funding, each applicant must meet with the Director 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.

**Please complete the following application and submit it via email to the Sublette BOCES Director at; [janderson@sub1.org](mailto:janderson@sub1.org). The Director will help you, or your group, prepare to present the application to the Board of Trustees at the next board meeting. If approved by the Board, 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? (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.**

Upon board approval, the recipient will receive a Grant-In-Aid acceptance letter that will need to be completed and returned to Sublette BOCES before any funding is awarded. An evaluation will be required at the end of your experiences. The Grant-In-Aid Evaluation Form can be found on the Sublette BOCES website under “Forms” at: [www.subletteboces.com](http://www.subletteboces.com)

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**Name**

**Date**

Please submit the completed form to: [janderson@sub1.org](mailto:janderson@sub1.org)

Or, bring it to our offices at 665 N. Tyler

Jan. 2018