



## Community Grant Instructions

2019/20 Fiscal Year<sup>1</sup>

### Purposes of Grant Program:

The primary purpose of the Sublette BOCES grant program is to assist in achieving three goals. The grants are meant to open avenues for reaching these three goals through the educational efforts of other community organizations. The goals follow:

- Maintaining and expand programs that enrich educational opportunities for students within the district.
- Support educational enrichment that reaches all adults in the community.
- Assist Sublette BOCES efforts for the community to become a leader in early childhood education.

### Requirements for Proposal:

Sublette BOCES is committed to enriching education in our community and we encourage community organizations to submit grants designed to enrich education. Read all of the guidelines and prepare your proposal in accordance with them. **The deadline for completed submissions is April 19<sup>th</sup>.**

### *Checklist for Application*

- An informal meeting with the Sublette BOCES Director before you submit your grant. The meeting is required and its purpose is to help grant-seekers successfully match their proposals to the goals of Sublette BOCES, as well as to insure applicants meet all of the requirements for our submission process.
- A cover letter that summarizes how the grant money will be expended and the purposes/goals it will address. This letter should help board members get a quick grasp of your request and it should include an explanation of anything new in your grant.
- The completed grant application.
- The completed grant evaluation plan.
- If requested, have a knowledgeable representative of your organization attend the Sublette BOCES Grant Hearing. The sole purpose of attendance at the grant hearing is to address board concerns and questions about the application. Questions tend to arise when grantees request significant increases in funding from previous years.
- Email the organization's *Cover Letter, Grant Application, Budget Worksheet* and any additional information to [sboces@sub1.org](mailto:sboces@sub1.org).

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<sup>1</sup> Sublette BOCES fiscal year begins on July 1, 2019 and ends on June 30, 2020. Grant funds cannot be expended after the end of the fiscal year. Furthermore, requests for reimbursement must be submitted by June 24, 2019.

**Schedule for Application:**

January through March	Drafting Proposal
March	Meeting with the Director of Sublette BOCES to review draft proposal
April	Revise and complete grant application
April 19	Grant application due
May 3	Attend grant hearing, if requested
June	Notification of intent to award Grants
July 1	Funding available
End of Project	Submit invoices and completed evaluation report