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Community Grant Instructions

2021/2022 Fiscal Year¹

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 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 March 12, 2021.**

Checklist for Application

- 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.
- 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

¹Sublette BOCES fiscal year begins on July 1, 2021 and ends on June 30, 2022. Grant funds cannot be expended after the end of the fiscal year. Furthermore, requests for reimbursement must be submitted by June 25, 2022

SUBLETTE BOCES
Community Grant in Aid Application
2021/2022 Fiscal Year¹

Purposes of Grant Program:

The primary purpose of the Sublette BOCES grant program is to assist us in achieving three goals. The grants are meant to open avenues for reaching these goals through the work of 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.

Organization Information ²		
Name of Organization:		
Contact Person:	Date of Application:	
Address:		
City:	State:	Zip:
Phone:	Email:	
Website:	Fax:	
Name of person administering this grant:		
Title and overall purpose of the grant:		
Project date:	Amount requested:	Total project cost:
Primary Project Leader Signature:		
Brief description of your organization (including its legal status ³ , mission and primary activities):		

¹ Sublette BOCES fiscal year begins on July 1, 2021 and ends on June 30, 2022. All funds need to be expended before the end of this fiscal year.

² The signature page must be submitted with signatures either in person, via fax or scanned document.

³ Tell us if it is a 501c(3), government or not a legally defined organization (such as a club).

Project Description

1. Description of your program/project:

2. Description of program/project goals and objectives:

3. Number of program/project participants (estimated):

4. Ages of participants:

Geographical 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?

b. Outputs?

c. Outcomes?

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 goal(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 Spreadsheet⁴						
Description	Sublette BOCES Amount	Other Funding Amount⁵	Other Funding Amount	Other Funding Amount	Total Amount	% of Line Item derived from BOCES Funding
Revenues						
Total Revenues						
Expenses						
Totals Expenses						

⁴ Add columns and rows as needed.

⁵ 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):