Northwood Education Foundation
Funding Request Form

The NEF Board will review this request and communicate questions, requests for additional information or approval status usually within 2 weeks (or if the request's lead time or "funding need by" date allows, after NEF's quarterly Board Meetings in Sept., Dec., Mar. or June).

Please review the Project/Program/Item Funding Request Guidelines prior to completion
Email a copy of this form and any supporting documents to NEF (northwoodeducationfoundation@gmail.com)
If needed, you may submit documentation to the NEF mail/inbox in the School's Administrative Office
If you have additional questions, please contact the NEF by using the email above.

Project/Program/Item (P/P/I) Requested: _____

_____

Have you discussed this P/P/I with your supervisor?   YES   NO

Cost (*including shipping and handling*): $ _____   Total Requested from NEF: $ _____

Recurring Expense: YES ☐ NO ☐   Are you aware of any supplementary funding sources for this P/P/I? YES ☐ NO ☐

If YES, from whom or what organization/agency? How much funding do you expect to be available from those sources?

_____

Has the P/P/I been used in the past? YES ☐ NO ☐   If YES, how was it funded? _____

Funding needed by: _____   Date of activity _____

Approx. Number of Students/Teachers Affected: _____   Grade Level(s) _____

Requested By:

_____	_____
(name)	(email address)
_____	_____
(name)	(email address)

_____ _____ _____
(date submitted)   (name)   (email address)

Program/Project/Item (P/P/I) Application Narrative

Detail the following in your application narrative.

1) Description of project/program or item.
2) What opportunity does this open up or why is this needed? How will this address that need?
3) What is the expected impact on students, teaching capabilities, and/or the school district?
4) What will be learned from this?
5) How will you ensure the information or items will be used should you not continue teaching the particular class or move into a different position?
6) How does this align with existing and/or planned curriculum, priorities or strategies?
7) Cost breakdown.
8) If this is a recurring expense, how might this be funded in the future?
9) Other information as needed.

Program/Project/Item (P/P/I) Application Narrative: