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**NCEP GRANT APPLICATION**

**Updated December 14, 2022**

NCEP’s Board looks forward to considering your grant application. To ensure proper review, please carefully follow the instructions listed below. Grants that are missing requested information cannot be considered. Please visit www.ncepconnects.org for grant-writing assistance. Thank you in advance for your understanding.

*NCEP is currently offering a rolling grant deadline until June 2023. Grants will be considered and voted on by the board of directors as they are received, with prompt funding if approved.*

Maximum grant amount: **$750**

**Steps for successful submission:**

1. Complete grant application. ***See important note below.***
2. Email application to [ncepconnects@gmail.com](mailto:ncepconnects@gmail.com)

***IMPORTANT NOTE ABOUT NEWMARKET SCHOOL DISTRICT GRANTS:***

School district grants require preapproval from the building administration. Please speak to your building principal for approval *before* completing the grant application. If your grant request includes technology or anything that will affect district grounds or facilities, please have your request preapproved by the IT or facilities department *before* completing the application.

**Responsibilities of Grantee and Grantor:**

Organizations that receive grant money from NCEP must use the grant funds only for the purposes for which the grant was made. All grantees must provide a final written report at the end of their project; evaluating the project and accounting for how grant funds were used (available on website). NCEP has the authority to withhold and/or recover grant funds in the case funds are, or appear to be, misused. ***Any unused grant funds shall be returned to NCEP after a two-year period has lapsed.***

**Questions:** Please visit our website www.ncepconnects.org, or email: [ncepconnects@gmail.com](mailto:ncepconnects@gmail.com)

**NCEP GRANT APPLICATION**

**Updated December 14, 2022**

*NCEP is dedicated to enhancing social, recreational, and educational opportunities   
for children and youth in Newmarket, New Hampshire.*

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| Grant Name |  |
| Date Submitted |  |
| Submitted By |  |
| **Project Description** | |
| Funding Requested  Note: NCEP grant maximum through June 2023 is $750. |  |
| Grant Statement  In a few short sentences, tell us about your goals and objectives for this grant. |  |
| What Activities Will This Grant Fund? |  |
| Who Will Benefit From This Grant?Include number, ages, and grades as appropriate. |  |
| Who Will Oversee The Project (and how funds are spent)?  Please include names and titles. |  |
| Project Timeline |  |
| NCEP Mission  Detail how this project supports NCEP’s mission (can be found above). |  |
| Evaluation  Describe how will this project’s success be measured. |  |
| Additional Comments  Please add any additional comments you feel would be helpful to NCEP’s board regarding this grant request. |  |
| **Budget Details** | |
| Detail How Grant Funds Will Be Spent   Include itemized statement/list indicating exactly how the money will be spent. Screenshots from online stores to provide additional information are helpful. |  |
| Other Funding  Are you also seeking funding from other sources? If yes, please explain. |  |
| Prior Funding  Have you received prior funding from NCEP for a similar project? If yes, please describe amount and include timeframe. |  |
| **Organization Information** | |
| Organization Name |  |
| Tax ID |  |
| Address | Newmarket, NH 03857 |
| Grant Contact Name(s) |  |
| Contact Phone Number |  |
| Contact Email |  |
| Pre-Authorization  School district grants require preapproval. We will be unable to review/approve grant without proper approval(s). | Please obtain signature and date as required.  Principal:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  IT/Facilities department (if necessary):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |