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**NCEP GRANT APPLICATION**

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

NCEP is currently offering a rolling grant deadline through June 2021.  
Grants will be considered and voted on by the board of directors as they are received,   
with prompt funding if approved.

Maximum grant amount: **$500** (updated 9/2020)

**Steps for successful submission:**

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

***IMPORTANT NOTE ABOUT NEWMARKET JR./SR. HIGH SCHOOL GRANTS:***

School grants require review and pre-authorization to ensure they meet school gifting policies. Pre-authorization must be obtained from both school and district administration. Please send completed grant to principal and the school district for approval, before you send to NCEP.

**Responsibilities of Grantee and Grantor:**

Organizations that receive grant money from NCEP must use the grant funds only for the purposes of which the grant was made. All grantees must provide a final written report at the end of their project; evaluating the project and an accounting of how grant funds were used (available on website). NCEP has the authority to withhold and/or recover grants funds in 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)

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**NCEP GRANT APPLICATION**

**COVER SHEET**

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| --- | --- |
| **Grant submission deadline:** | **Rolling deadline through June 2021** |
| **Grant name and brief description** (few sentences): |  |
| **Grant amount requested:**  *NCEP grant maximum through June 2021 is $500* | $ |
| **Organization name:** |  |
| **Tax ID:** |  |
| **Address and phone number:** |  |
| **Application contact person:** |  |
| **Contact phone number:** |  |
| **Contact email:** |  |
| **Number** of children/youth grant will impact: |  |
| **Are you seeking funding from other sources?**  If yes, please explain: |  |
| **Pre-authorization:** School district grants require pre-approvals. | Approvals in place? Please indicate date:  Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_  School District: \_\_\_\_\_\_\_\_\_\_\_\_ |

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**NCEP GRANT APPLICATION**

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| **Part I – Project Description**  Describe the project. Who will the project serve? What are the goals? What is the timeline? |  |
| **Part II – Rationale**  How will this funding serve NCEP’s mission?   *NCEP is dedicated to enhancing social, recreational and educational opportunities for children and youth in Newmarket, New Hampshire.* |  |
| **Part III – Staffing**  List names and roles of key personnel involved with the project. |  |
| **Part IV – Evaluation**  How will success be measured? |  |