

PROJECT/PROGRAM/ITEM FUNDING REQUEST GUIDELINES

Each year, we ask for funding requests for programs, materials, and projects that will help foster learning at Northwood School **but which are not normally provided through the district's regular budget**. We will accept all requests, but we will place funding emphasis on projects, programs or items that support the school district's goals. We encourage you to use local businesses or vendors whenever possible, helping to build ties to the school and strengthen our entire community.

PROCESS FOR SUBMITTING REQUESTS:

1. Funding Request applications will be available on the NEF website: www.nef-wi.com and on the Northwood School online portal.
2. All new or previously submitted, unfunded requests are welcome. Continuation of previously funded projects might be considered.
3. Email the completed request form and supporting documents to northwoodeducationfoundation@gmail.com. If needed, paper copies of request and documentation may be submitted to the NEF mail/inbox in the administrative offices at school.
4. The NEF School Relations Committee and/or Board will consider each request, make its recommendations for discussion, follow up. The full Board will make the final determinations and award the grants.

TIMELINE FOR THE FUNDING CYCLE:

1. The NEF Board will review requests 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, shortly after NEF's quarterly Board Meetings in Sept., Dec., Mar. or June). Please note that larger projects may require a longer approval process.
2. All applicants receiving a grant will be required to submit an Impact Statement.

The NEF Board recognizes that unexpected significant needs or opportunities may arise at the last minute and the Board will make all reasonable efforts to review and take action on funding requests as promptly as possible. However, the NEF expects those circumstances to be rare since most requests for projects or materials can and should be planned for in advance.

The Foundation will categorize the funding requests as follows:

- **Approval.** Request will be funded by the NEF.
- **Deferred.** Request will be considered by the NEF for alternate methods of funding.
- **Denied.** Request will not be funded by the NEF at this time, but it may be re-submitted in the future.

This is a great opportunity for you and Northwood students, and we look forward to being your partner in education at Northwood School.

If you have any questions, please contact the NEF President (northwoodeducationfoundation@gmail.com).

NEF Board Members

Lori Adrihan, Jim Boughner, Michela Brisky, Katie Denninger, Mary Doig, Karin Gulbrandsen,
Alicia Hailey, Jule Meling, Mike Meyer, Kevin Pagorek, Adrienne Sather, Ben Sorensen