

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. All new or previously submitted, unfunded requests are welcome. Continuation of previously funded projects might be considered.
2. Email a copy of the completed request form and supporting documents to the NEF at **northwoodeducationfoundation@gmail.com**
3. The NEF School Relations Committee will consider each request, make its recommendations, and forward the recommendations to the NEF Board. The full Board will make the final determinations and award the grants.

TIMELINE FOR THE 2022/23 FUNDING CYCLE:

1. Applications will be available August 23rd.
2. Forms need to be completed by 5 p.m. on each quarterly due date: **9/19/22, 12/5/22, 3/20/23, and 6/19/23**. Email the application and supporting documents to NEF at northwoodeducationfoundation@gmail.com
3. The NEF will review your request at their quarterly meetings and for most requests respond to you within a week of the meeting. Please note that larger projects may require a longer approval process.
4. All applicants receiving a grant will be required to submit an Impact Statement.

While the NEF encourages making requests through the funding cycles, the NEF recognizes that unexpected significant needs or opportunities may arise at other times. In those instances, requests may be submitted to the NEF outside the regular funding cycles by following the process outlined above. However, the NEF expects those circumstances to be rare since most requests for projects or materials can be planned for in advance. Projects submitted outside of the timeline may be tabled until the next meeting.

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 Mary Doig, NEF President (northwoodeducationfoundation@gmail.com).

NEF Board Members

Mary Doig, Brian Ruud, Rick Maas, Lori Adrihan, Julie Denham,
Kevin Pagorek, Karli Knauss, Jim Boughner, Jule Meling, Karin Gulbrandsen