

NCEP GRANT APPLICATION

Please provide 5 Copies of the Completed Application Coversheet

Please provide 5 Copies of the Proposal Narrative – in no more than two pages, address the following:

Part I – Project Description – Describe the project. What are the project goals and objectives. Who will the project serve, how many children and/or youth will the project serve, what are the major components or activities? Specify what will happen and by when.

Part II - Rationale: Why is this project needed and how does it relate to the enhancement of educational, social and/or recreational opportunities for children and youth in Newmarket.

Part III – Staffing – Who will the key personnel be? List the names of key individuals and their roles.

Part IV –Evaluation – How will progress be monitored and how will you know if you have been effective?

Please provide 5 Copies of all Required Attachments:

- 1) Project Budget showing income and expenses for the proposed work.
- 2) IRS 501 c (3) non profit status determination letter if applicant is not part of Newmarket School Department or Newmarket Recreation Department.

Grant Proposal Packages must be submitted to:

Newmarket Community Education Partnership

PO Box 536

Newmarket, NH 03857

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.

QUESTIONS? Contact: info@connectioninaction.org

NCEP GRANT APPLICATION COVER SHEET

Name of Organization:

Address:

Contact Person for Application:

Contact Phone Number:

Contact Email:

Contact Fax:

Organization's Federal Tax ID # if not School Department or Recreation Department:

Amount Requested:

Number of children and/or youth this grant will impact:

Brief description (one paragraph) of proposed work: