



### Uses of Mini Grants

The Niwot High School Education Foundation strives “to enhance and enrich the teaching and learning experience at Niwot High School.” Mini-Grant proposals that are consistent with this objective will be considered. Mini-Grants that have been funded in the past include materials, equipment, and bus costs for field trips.

Please review the complete Mini Grant submission guidelines at <https://nhsef.org/submitting-grant-requests/> before starting your grant application.

**Grant Submission** Once you have completed the application, please save the grant application to your hard drive and then email the application as an attachment to Juan Avila at [juan.j.avila@outlook.com](mailto:juan.j.avila@outlook.com).

1. Please identify a primary contact person for this proposal. Include the names of all members of the group/department if applicable.

2. Provide a name for the project or item that you are requesting.

3. Please clearly state the total amount you are requesting. Provide a line-item budget of all costs to be. Include what other funding sources have been investigated & which part of the project will be funded by other departments or sources if applicable.

4. Please provide details about how the grant will be used “to enhance and enrich the teaching and learning experience at Niwot High School.” Include an estimate of the number of students this program or project will affect.

5. Provide a simple timeline for implementation and spending of Mini Grant if funded.

6. Please state how success will be measured & how you will provide feedback to the NHSEF Board.

7. Please include any additional information you feel would be helpful to the committee evaluating this proposal.