

CHECKLIST

The Nathan Yip Foundation rural schools grant application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

- Section I: Summary Sheet Form**
Use the 2-page template provided.
- Section II: Narrative (3-5 pages- please e concise and specific)**
Formatting: Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions. **Limit narrative to 5 pages or less**
- Section III: Project Budget**

Please mail or email your completed application by Monday, April 10th to:

jill@nathanyipfoundation.org

Nathan Yip Foundation
6295 Greenwood Plaza Blvd, Suite 100
Greenwood Village, CO 80111

For a complete listing of grant guidelines and timelines, please refer to our website:
www.nathanyipfoundation.org/grants

NYF Mission Statement:
The Nathan Yip Foundation supports K-12 education in rural Colorado.

Thank you for your time and effort in completing this application.
Please contact Jill Henwood at jill@nathanyipfoundation.org with any questions.

SUMMARY FORM

Name of Organization (Schools, District, BOCES, other):

Mailing Address:

Phone:

Fax (if applicable):

Website:

Name and Title of Grant Contact:

Phone:

Email:

Grant Request Information

Amount of Request:

\$

Can partial funding be used?

Briefly describe what the grant will be used for and if you could utilize partial funding how would that be utilized (full budget will be included as an attachment):

Miscellaneous

If granted, to whom should the check be made payable?

EIN / Employer Identification Number (*required for payment*):

Financial Information

Program/Project Budget:

\$

Dates: from:

to:

Income:

\$

Expenses:

\$

Other Financial Information (*if applicable*):

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Authorized Representative

Date

Please mail or email your completed application to:

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NARRATIVE

Use 12-point font, 1-inch margins, and include the **HEADING** for each question. It is not necessary to repeat the text of the questions. Please limit the entire narrative section to 5 pages max. Please be concise and specific. Each question can be answered in one paragraph.

- 1. BACKGROUND.** Give a brief overview of your community, include geographical information, brief history, and any additional relevant/interesting information.
- 2. DEMOGRAPHICS:** Please include specific information on demographics of your school / district (depending on where the funds will be utilized) including:
 - Percentage of students from low-income backgrounds (this could be % of free and reduced lunch students, CDE Data, Greatschools.org data)
 - Ethnic make-up of both your community and your school/district specifically.
 - Other demographic data that supports financial need for funding
- 3. GOALS.** Describe the project goals. What are you hoping for students to get out of it?
- 4. PLAN AND APPROACH.** Explain why you are approaching the project in this way, and how this grant will make an impact help achieve your goals and positively impact students.
- 5. EVALUATION.** Describe how you will measure impact and project success. Results may be quantitative and/or qualitative.
- 6. COLLABORATION.** Describe any financial or programmatic collaborations with other organizations or departments in crafting this project, including funding partners, grants, in-kind support, etc.
- 7. COMMUNITY.** Describe your organization's relationship with the surrounding community. Do you feel the project will have the support of your community?
- 8. LEADERSHIP.** Who is leading and implementing this project? Describe their backgrounds and their roles in the planning and implementation of the project.
- 9. PLANNING AND SUSTAINABILITY.** Describe how this project will impact students/schools/community over time and how funding will be sustained over time.
- 10. OPTIONAL.** If there is additional information that is important to convey in this proposal, please do so here. *(This must be contained within the five-page narrative limit.)*

BUDGET

Please provide a project budget as a spreadsheet attachment to your application. You may provide explanations for any items that may raise questions. The explanations can be written onto the document itself or included as an additional page.

- 1. PROJECT BUDGET.** Include revenue *(if you have remaining grant funds left from a previous year of Nathan Yip Foundation funding and/or if you are planning on receiving funds from other grants or fundraising efforts)* and all project-related expenses.

If you are not yet sure of your final expenses, please do your best to research and estimate costs to the best of your ability. Don't forget to include any unavoidable taxes, shipping costs, etc. We recommend that you round up to the nearest figure, to account for some cushion.