

## NHCS GRANT PROCESS

GRANTS UNDER \$5,000	GRANTS BETWEEN \$5,000 and \$9,999	GRANTS \$10,000 OR HIGHER
Considered a "mini-grant"	Requires School Administrator's and appropriate Assistant Superintendent's signatures	Requires School Administrator's and Superintendent's signatures
If all answers to questions 1-4 on the Request To Apply form is <b>NO</b> - only the School Administrator's signature is required (fax copy to Student Support Services at 254-4352)	Fax the completed Request to Apply, Grant Fact Sheet, copy of grant application, and budget proposal to Student Support Services for routing to appropriate departments for signatures <b>at least 2 weeks prior to grant submittal deadline</b>	Fax the completed Request to Apply, Grant Fact Sheet, copy of grant application, and budget proposal to Student Support Services for routing to appropriate departments for signatures <b>at least 2 weeks prior to grant submittal deadline</b>
If the answer to any of the questions is <b>YES</b> - complete both the Request to Apply and Grant Fact Sheet, send those forms along with a completed copy of the grant application to Student Support Services for routing to appropriate departments for signatures		