

## NEF GRANT APPLICATION CHECKLIST

- ☐ Check below to see if you are **eligible** to apply for an NEF grant.
- ☐ Secure a **school-based partner** if you are not an NPS employee.
- ☐ Preview a [Sample NEF Grant Application](#) to understand what information is needed. *(Note: Only applicable sections will need to be filled out.)*
- ☐ **NEW!** Check out our sample grants to get an idea of what we are looking for in a completed application:
  - ☐ [Express Grant Sample](#) (includes equipment)
  - ☐ [Small Grant Sample](#) (includes materials & visiting author)
  - ☐ [Multi-School Grant Sample](#) (includes PD & travel)
  - ☐ [Large Grant Sample](#) (includes stipends & visiting artist)
- ☐ Contact Sarah Winig, the [Administrative Director](#):
  - ☐ For **Express or Repeat Grants**, to receive the original grant application and permission to proceed with your application.
  - ☐ For **Large Grants**, to confirm your idea is appropriate for a large grant.
  - ☐ If you are unsure of what [type of grant](#) to apply for or if you have any questions. We're happy to help you brainstorm!
- ☐ Review the items the NEF doesn't fund and the top 10 reasons a grant isn't funded.
- ☐ **Inform your school principal** and other grant authorizers about your grant idea and get their support before submitting an application.

- ☐ Review the **NPS purchasing requirements** and contact your school bookkeeper with any questions before submitting an application.
- ☐ For first-time users, **set up an account** in the [NEF Grant System](#). *Note: The person who applies for the grant will serve as the NEF's primary contact for the duration of the grant process.*
- ☐ Prior applicants will notice that the grant system dashboard has changed to make it easier to find your applications and see any upcoming deadlines. See our tips on the [new dashboard](#) to learn more.
- ☐ **Complete your application** before the [deadline](#).
- ☐ Review the [Guidelines for Success](#) to understand the NEF Grant review process and timeline.