

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 [Blank NEF Grant Application](#). *(Note: Only applicable sections will need to be filled out.)*
- ☐ 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.
- ☐ **Complete your application** before the [deadline](#).
- ☐ Review the [Guidelines for Success](#) to understand the NEF Grant review process and timeline.