

# Norton Sound Economic Development Corporation

## Growing Our Own Teachers Discretionary Grant Application

### Application Deadlines:

Period 1 .....	March 1
Period 2 .....	October 1

*For funding consideration, proposals must be received or postmarked by the respective deadline. Early submissions are encouraged.*

### Submit applications to:

Norton Sound Economic Development Corporation  
2701 Gambell Street, Suite 400  
Anchorage, AK 99503

*or*

Leslie Ladegard  
lladegard@nsedc.com  
(800) 650-2248 toll-free



# Important Information

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## **Program Overview**

Recognizing that it is beneficial for the region, communities, and students to have locally grown teachers, NSED C has set aside funding to be provided to programs and/or organizations designed to increase the number of teachers who are from the region working in member community public elementary and high schools.

## **Applicant Eligibility**

To be eligible, an applicant must be a municipal government, federally recognized tribal government, local or regional non-profit organization, local public school, local school district, or a local, state or federal agency located in one of NSED C's fifteen member communities. Third-party submission of an application will not be accepted.

## **Funding Availability**

Awards for individual proposals will be capped at \$20,000. A maximum total of \$40,000 is available annually for award for all proposals. This funding program will sunset after five years, with the final application period closing on October 1, 2022.

## **Review of Proposals**

All complete proposals that have met the submission deadline will be presented to the full NSED C Board of Directors at the quarterly meeting that corresponds with the proposal application period.

The final review and award process will remain at the sole discretion of the NSED C Board of Directors.

## **Proposal Submission**

Proposals may be submitted by mail, email, or hand-delivery. It is the responsibility of the applicant to ensure that NSED C receives an application with all supporting attachments on or before the submission deadline.

## **Preparation Costs**

All costs incurred by applicants over the course of the proposal preparation shall be the sole responsibility of the applicant.

## **Application Clarification, Reclassification, Modification, and Rejection**

NSED C reserves the right to reclassify applications to other NSED C funding programs, when deemed appropriate. NSED C also reserves the right to modify the requirements for completing this application. In the case of modification, all applicants will be given an opportunity to modify their proposals in the specific areas affected. An applicant's submission of this application does not obligate NSED C to fund the proposed project. All final funding decisions shall be made by NSED C at its sole discretion.



# NSED C Policies

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## **Project Administration**

Applications for funding and any resulting grants are subject, in all respects, to Components 2-5 & 7 of the NSED C Board of Directors Policies for Oversight of Funding for Outside Entities, as updated August 2017, and as may be amended from time to time. Applicants should carefully review the funding policies, including the requirement that funding be used only for actual, direct project costs, to ensure the proposed project and any resulting operations conducted with grant funds are consistent with current policies throughout the term of the grant. NSED C staff shall have full discretion to interpret Board policies in administering the grant. NSED C will attempt to provide applicants with any future amendments to the grant policy; however, applicants will be responsible for ensuring they are abiding by the Board's current policies.

## **Funding Reimbursements**

Upon funding approval, grant recipients must report expenditures to NSED C on a quarterly basis. Reimbursement requests can be made quarterly or monthly with the Financial Statement Report (FSR). The FSR should include requests for payment or reimbursements for costs incurred by the grant recipient during the respective quarter. Reimbursable or direct-vendor expenditures must be pre-approved by NSED C. Requests for payment or reimbursement must be accompanied by written purpose and explanation for each expenditure, including original invoices, receipts and corresponding check stubs establishing the recipient's prior payment for items for which reimbursement is sought. Back-up documentation for payment requests must be in a form satisfactory to NSED C, which reserves the right, at its sole discretion, to require additional information. Please see the Board of Directors Policies for Oversight of Funding Outside Entities for further detail and explanation.

## **Funding Duration**

If approved, funds will be made available for the project or program for 12 months dating from NSED C Board approval. The NSED C board reserves the right to fund all or a portion of the years.

A one-time, one-year extension request may be submitted to NSED C no later than one month prior to the grant's close-out date. The request must clearly outline the reason for the extension and provide a detailed timeline for both project completion and anticipated expensing of funds.



**Project Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Project Contact Person:** \_\_\_\_\_

**Application Period (1 or 2):** \_\_\_\_\_

**Application Date:** \_\_\_\_\_

**Total NSED C Funds Requested: \$** \_\_\_\_\_

**Organizational Financial Status:**

Federal Tax Identification Number (Employer Identification Number - EIN):		
	YES	NO
Are all federal & state taxes current? If not, provide a list of all unpaid taxes and organization's plan for bringing the taxes current.		
Are there outstanding liens or garnishments against the organization? If so, identify the lien or, basis for lien and amount of debt, and applicant's plan for paying off the debt.		
If the organization has participated in NSED C's Consolidated Bulk Fuel Program, is it current on payments? If delinquent, please attach a proposed or accepted payment plan to NSED C.		
Has the organization conducted financial audits for the last three years? (NSED C reserves the right to request copies of those audits)		
Is the organization new? If yes, please provide proof of incorporation or organization as a limited liability company.		

**1. Letter of Request**

Please provide a cover letter summarizing the proposed use of funds and clearly request a specific amount of funding for a project, activity, or service. Please include contact information.

**2. Scope of Work**

As an attachment, please provide a description and/or feasibility study of the overall plan for the specified project, activity, or service. Please clearly outline the project goals and priorities, including measurable objectives that can be used to determine both short- and long-term success.

**3. Budget**

Please attach a spreadsheet detailing how the requested funds will be spent and the source(s) of any matching funding. The budget must be presented in NSED C format, no exceptions are permitted (see attached format on page 9).

**4. Timeline**

Please attach a detailed description of the project timeline.

If approved, funds will be made available for the project or program for 12 months dating from the NSED C Board approval.

A one-time, one-year extension request may be submitted to NSED C no later than one month prior to the



grant's close-out date. The request must clearly outline the reason for the extension and provide a detailed timeline for both project completion and anticipated expensing of funds.

**5. Project Reporting**

Upon close-out of the grant, a report of the progress toward the project goals and priorities must be submitted. Please reference the short- and long-term objectives from the scope of work.

**6. Project Continuation**

If the project or application of these funds will require continued efforts beyond the NSED C grant year(s), please provide a summary describing the future financial and personnel needs for the project and how those needs will be met.

**7. Matching Funds or Contributions**

Please identify other funding sources as it pertains to your funding request:

Source	Item	Secured	Pending

**9. Regional Impact**

How many NSED C member communities will the program, project, or service impact directly? \_\_\_\_\_

Please list the communities and attach an explanation of the direct impact of the proposed project.

**10. Community Support**

Please include two letters of support from community or regional organizations, if applicable. These may include letters from partner organizations, showing collaboration on the project.



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**Checklist**

1. Letter of Request
2. Scope of Work
3. Budget
4. Timeline
5. Project Reporting
6. Project Continuation
7. Matching Funds
8. Regional Impact
9. Letters of Support (if applicable)

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Name of Group or Organization

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Printed Name of Representative

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Signature

Date

The applicant must adequately address all requirements of this application for the application to be considered complete. The NSEDC Board will make all final funding approvals. Completing this application does not obligate NSEDC to fund the proposed project or program. If you have questions, please contact Leslie Ladegard, NSEDC EET Director at (800) 650-2248 or [lladegard@nsedc.com](mailto:lladegard@nsedc.com).



**\*\*\*NSED C Internal Use Only-DO NOT COMPLETE\*\*\***

**Checklist of attachments.** Each attachment must adequately address the requirements and include supporting documentation:

1. Letter of Request
2. Scope of Work
3. Budget
4. Timeline
5. Project Reporting
6. Project Continuation
7. Matching Funds
8. Regional Impact
9. Letters of Support (if applicable)

	Yes	No
Application is complete and all questions are adequately addressed.		
Does the budget comply with NSED C's format?		
Are quotes, invoices, etc. provided to support the budget?		
Does the project or program list matching funds requested from other organizations?		
Are copies of matching funding requests and/or award letters provided?		
In the past two years, how many programs or projects has NSED C funded for the organization and how much for each? (Please list below)		
Has NSED C funding been given to this program or project in the past?		
If the applicant has participated in NSED C's Consolidated Bulk Fuel Program, is it current on payments? If delinquent, attach summary of applicant's status, payment history, and payment		
Is there an indication that this proposal creates a future dependency upon NSED C funds?		
Does this proposal create the potential for other community/regional organizations to submit similar requests?		
Does this proposal offer an exchange of knowledge or information on a community level?		
Does this proposal offer an exchange of knowledge or information on a regional level?		



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**Past performance in administering NSED grants:**

**Additional information to request from organization:**

**NSED Notes:**





# Sample Budget

Use the table format below to complete a budget spreadsheet (or attach a separate spreadsheet) outlining the item(s) or service(s) you are applying for through this grant. List the item(s) and amount(s) you are requesting to be covered by this grant, personal investment and/or other sources. This budget's total in the NSEDC column should match the amount requested on Page 4 of this application.

Budget Line Item	Applying Entity	NSEDC	Other (Please identify)	TOTAL
<b>Payroll</b>				
<i>Staff (pay x hrs x days)</i>				
<b>Fringe Benefits</b>				
<b>Materials/Supplies</b>				
<b>Freight</b>				
<b>Community Events</b>				
<b>Transportation</b>				
<i>Airfare</i>				
<i>Per diem</i>				
<b>Advertising</b>				
<b>Other</b>				
<b>TOTAL</b>				