



Outreach Fund Grant Application Information

Thank you for requesting a grant application packet for the National Association of Episcopal Schools (NAES) Outreach Fund. The NAES Governing Board has established this fund to further the ministry of Episcopal schools.

Purpose

The 2021-2022 Outreach grants will support initiatives that advance the spiritual, emotional, and intellectual well-being of the school community due to impacts of the COVID-19 pandemic, including direct outreach to families and staff experiencing economic hardship.

Please note that grants *may not* be used for safety materials or equipment related to COVID-19, such as masks, barriers, or cleaning supplies.

Application

Once completed, please send your application as a PDF to info@episcopalschools.org with the subject line "NAES Outreach Grant Application." The document can be filled and signed digitally, or printed, however it must be returned via email.

Your application must include:

- Outreach Fund Grant Application Form with applicable signatures;
- Narrative statement of no more than four pages; and
- Program budget information.

Incomplete applications will not be considered.

Please make certain that your application is **emailed as a PDF on or before June 15**. All applicants will be notified in the first week of July.

Documentation

Grant recipients are required to submit a report documenting how this grant was utilized by May 1 of the following calendar year. This report should be submitted using the NAES "School Stories" feature on the website. Visit www.episcopalschools.org/school_story to learn more.

Questions or concerns? Please call us at (800) 334-7626, ext. 6134, or (212) 716-6134, or email us at info@episcopalschools.org.



Eligibility

Requests for grants will be considered from member schools, or diocesan bishops on behalf of member schools. Requests will also be considered from regional and diocesan Episcopal schools organizations.

All schools applying for Outreach Fund Grants must be a NAES member school for both the current year in which they apply and the year in which the grant is disbursed.

Priority shall be given to those schools who have not received a grant in recent years, do not have budgets that accommodate the project requested, and have been long-standing NAES members.

Maximum Grant Request

The maximum grant request shall not exceed \$1,000.

Application Instructions

All requests must be submitted with an NAES Outreach Fund Grant Application Form signed as follows.

- **Requests from a school** shall be signed by the head of school, and either the board chair *or* rector (as applicable).
- **Requests from NAES affiliated regional organizations** shall be signed by the head of the organization using the “Head of School” signature field.
- **Requests submitted by diocesan bishops on behalf of member schools** shall be signed by the diocesan bishop as well as the head of school, and either the board chair *or* rector (as applicable).

Format for the Narrative Statement

Using a narrative format of no more than four pages, please attach the following information:

- A concise statement which explains the nature of your request or proposed project and its cost.
- A brief statement which tells how your request or project is consistent with the Mission and Philosophy of NAES.
- A definition of the need which the request or project will address, your goals for the project and your hopes/expectations for outcomes. Tell us how you plan to accomplish your objectives.
- If your request is for partial funding, information about how you will fund the balance.



**National Association
of Episcopal Schools**
Excellence Through Association

Outreach Fund Grant Application Form

Project Title

Applicant School, Diocese or Episcopal Schools Regional Organization:

Address

City, State, Zip, Country

NAES Affiliation: **Member School** **Diocesan Bishop for a Member School**

Regional or Diocesan Episcopal Schools Organization

Amount Requested

Cost of Entire Project

If multi-year project, please give figures for one year of project

Brief Description of Project



NAES Outreach Fund Grant Application Form, page 2

Name of Contact

Full Address

Telephone

Fax *(optional)*

Email

Signatures (as applicable)

By signing below, all parties acknowledge having read and agreed to all conditions outlined in the application instructions document.

Head of School

Board Chair

Rector

Diocesan Bishop

Application deadline is June 15. Remember, you must submit a separate complete application for each grant request. However, all applications must be sent in one email.

Incomplete applications will not be considered. Don't forget to include:

- Outreach Fund Grant Application Form with applicable signatures;
- Narrative statement of no more than four pages; and
- Program budget information.

Send your completed application to **info@episcopalschools.org** with the subject line "NAES Outreach Grant Application."