**Classroom Grant Request Submission Steps**

**1.** Registerto become a User here: [**foundationgive.com/register**](http://foundationgive.com/register) **(If you’re already a User, you can skip Steps 1 & 2 and go on to Step 3)**

- Account type: Staff Member/School Admin

- Find your Foundation: Northshore Schools Foundation

- Find your school: The drop-down menu doesn’t work as it should, so start typing the name of your school and it should appear.  
- Fill in the rest of your information.  
- Register

**2.** Once registered, your information is sent to the Foundation to verify that you are affiliated with the Northshore School District. Once your account is approved, you’ll receive an email with instructions to access your account. Approval may take up to 48 hours.

**3.** Once you’re approved, log in here: <https://foundationgive.com/login>

**4.** Select Grants from the menu at the top right side of the page, and then the blue+New Grantbutton on the left.

**5.** If you need to pause and come back later to complete your application, you must enter an amount in the budget section at the bottom of the form, otherwise it won’t save your application.

**6.** For the short description, provide an overview of the project (Limit to 300 characters). This is what the Foundation will publish to tell donors/board members what the funding for your grant is for.

**7.** Describe the proposed budget: Add the details of your write-up in this box. Fully describe the proposed project. What are you requesting funds for? When and where will this project take place? List and explain the numbers and roles of all participants (teacher/s, parents, students, community members, etc.) When will this project take place? (Limit to 400 words)

**8.** What sparked your interest: The grant committee wants to hear what the inspiration behind your grant request is. Why are you excited about this?

**9.** Due diligence box: the grant committee wants to see that you have done your research into how you came up with the grant request amount and that you’re using dollars efficiently. You can add links from where you’ll be purchasing any supplies, subscriptions, items related to your proposal, etc.

**10.** How does your project align with NSD Strategic Plans Goals <https://www.nsd.org/our-district/who-we-are/strategic-plan> (Limit to 250 words or less). The Foundation wants to make sure what they’re supporting aligns with district goals. Scroll down the Strategic Plan and you can choose either one of the Four Building Blocks or a Goal, you can also select more than one if it applies. You can cut and paste or reference them when filling in this box.

**11.** I acknowledge if the grant is approved: Type Yes. The Foundation will have you fill out an online impact report at the end of the year to collect data on how your project made a difference to your students. The Foundation may also ask you to share your story on occasion.

**12.** Have you been previously awarded a grant: This is just for the Foundation and will not affect your ability to get a grant or not. The Foundation wants to know if the word is getting out to new teachers to apply for grants and that it’s not just the same teachers applying.

**13.** Did you work with your School's Foundation Ambassador during the grant application process? [Yes/No] Working with your school’s ambassador can be helpful, but not mandatory to receive grant funding.

**14.** How will students benefit: Will you be doing a pre-evaluation, post evaluation, survey or a test of your program?

**15.** How does your project align with the [**Mission, Vision and Values of the Northshore Schools Foundation**](https://www.northshoreschoolsfoundation.org/who-we-are/#mission)? (Limit to 250 words or less) Use this space to indicate how your program/proposal aligns with the Foundation’s Mission, Vision and Values.

**16.** Budget and Finance: Be sure to clearly show the cost of your proposal and include tax and shipping for the total.

**17.** Click Save and Submit for approval. Your principal will receive it and will need to log in to Foundation Give and click on Requires School Approval. Once your principal approves your proposal, the Foundation will approve it and then the grant committee will review.

**18.** Grant Submission deadlines are 2/28, 4/30, 6/30, 8/30, 10/30, and 12/30 of each calendar year. Decisions will be made 2 weeks after each deadline.