



# Northwestern Bank School

## Mini-Grant Cycle

### APPLICANT INFORMATION

#### Do you qualify?



- ✓ You must be a 3rd – 8th grade educator in a public or private school within Chippewa County
- ✓ Grants must be used for innovative learning and motivational activities or service-learning projects – ongoing and repeat projects may be considered.

#### Request & Submit an Application

Request an application from [grants@yourlegacyforever.org](mailto:grants@yourlegacyforever.org) when the cycle opens in late August. Return a completed application to the same email address by the deadline. If necessary it may be mailed to the Community Foundation of Chippewa County, P.O. Box 153, Chippewa Falls, WI 54729.

#### Submit Photos

Take photos throughout the development of your project. These will be used in your Progress Report when your project is complete. Submit photos with your project-end report without “reducing attachment size” to [grants@yourlegacyforever.org](mailto:grants@yourlegacyforever.org).

#### Stay Up To Date

Don't miss Community Foundation announcements and updates. Sign up to receive important news at, <https://www.yourlegacyforever.org/contact.phtml>

## 2023 Northwestern Bank School Mini-Grant Cycle Timeline

Applicants applying for any grant amount are strongly encouraged to contact the Foundation with any questions or assistance in order to facilitate a successful application process prior to the deadline.

### **REQUEST APPLICATION: Monday, August 28**

Request an application be emailed to you on opening day, August 28<sup>th</sup>. Send requests to [grants@yourlegacyforever.org](mailto:grants@yourlegacyforever.org).

### **SUBMISSION DEADLINE: Thursday, October 5, at 4:00 PM**

Grant applications and all supporting documents must be submitted by 4:00 PM via email to [grants@yourlegacyforever.org](mailto:grants@yourlegacyforever.org).

### **November**

Grant Committees review all applications and make official funding recommendations to the Executive Committee for approval at the November Meeting.

November 13 - Grants Committee Meeting

November 16 – Executive Committee Meeting

### **December**

Applicants are notified by an acceptance or denial letter. If approved, a grant contract is sent with the acceptance letter. Grant contracts must be returned before a check is issued to the school.

### **Upon Project Completion**

Upon completion of the awarded grant project, a Progress Report must be filled out and returned to the Foundation at [grants@yourlegacyforever.org](mailto:grants@yourlegacyforever.org). Returning your Progress Report is strongly encouraged prior to applying for additional grant funding.

Revised: March 20, 2023