



Capacity Building Grant Application

INSTRUCTIONS:

1. Before completing the application, please read the criteria for eligibility and objectives of the request for proposals, to verify whether your project qualifies for a New York Academy Capacity Building Award. Time frame for the grant, if awarded, is April 1, 2021-July 1, 2022.
2. Please submit a complete application form. Incomplete applications will not be accepted.
3. Applications must be submitted online by 5 pm on March 19, 2021. Late applications will not be considered.

Documents required:

- School Information
- Summary
- Project Description
- Budget Form with an Explanation (not to exceed two pages)

Submit all documents as one pdf document.

Title in the following format: last name of Contact Person_2021_School Name

If you have any questions, please e-mail info@newyorkacademy.org or call (201) 639 4311

SCHOOL INFORMATION

School Name _____

Address _____

Type of School _____

Telephone _____ *Fax* _____

Email _____ *Web.* _____

Contact Person _____

Position _____

PROJECT INFORMATION

Project Name _____

Project Summary _____

(200 Words Max) _____

Project Location. _____

Amount Requested (\$) _____

Project Time Frame. _____

PART I: PROJECT DESCRIPTION

Project Description: The project introduction should clearly and briefly identify your project topic and what need or problem it is solving within your school and/or community. It should demonstrate the projects reach and impact as well during and after the time frame of the grant.

Goals and Action Steps: Projects should have general as well as specific goals that are impact-oriented, time-limited, specific, and practical. Action steps are the specific efforts which will take place to reach the goals set forth. Action steps should be focused, feasible, and appropriate.

Outputs and Outcomes: Outputs describe what your project will actually produce while the outcomes describe the level of achievement that occurs as a result of the outputs and action steps. Both should be measurable.

Please make sure all text is visible within each field.

Project Introduction:

Goals:

- 1.
- 2.
- 3.

Action Steps:

- 1.
- 2.
- 3.

Expected Outputs	Target Numbers	Expected Time Frame	Data Collection Method
1.			
2.			
3.			
4.			

Expected Outcomes	Target Numbers	Expected Time Frame	Data Collection Method
1.			
2.			
3.			
4.			

Outside Funding Expected to Raise:	Outside Funding Raised So Far:
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PART II: BUDGET

Present a detailed itemized budget in US Dollars for the total project cost, with clear indications of what is being requested from New York Academy Educational Services, as well as any funding from your school or other outside funders. Indicate if the other funds have been approved or are under negotiation in your budget explanation.

No overhead costs or employee salaries may be charged to the grant.

SIGNATURE

Name of Authorized Signer

Title

Signature of Authorized Signer

Date

Please remember to retain all supporting documentation related to expenses for the project as you may be asked to provide these for up to three years after the grant award. Applications and Report forms can be submitted by email or through our website.

EMAIL: info@newyorkacademy.org
WEB: www.newyorkacademy.org