



## GRANT APPLICATION FORM

***In order to qualify for funding from Northern Secondary School Foundation, an application must be completed to meet the following requirements:***

1. An application form must be completed and signed by the applicant.
2. Complete section 7 if the application is submitted by a student. It must include comments and signature of the Staff Advisor.
3. All individual/group/club/departmental applicants, along with the Staff Advisor (if applicable) must attend a NSSF board meeting to make a 5 minute presentation and answer questions regarding the application. The presentation should discuss the following: specific use of funds requested, how the funding will benefit Northern Secondary School, how many will benefit.
4. If there is more than one applicant seeking funding for the same project/excursion/activity, then all applications must be submitted together by the Staff Advisor.
5. Disbursement of funds is limited to one time per school year per department, club, group or individual.
6. A budget for the project/excursion/activity must accompany the application.

***Grant Approval and Amount Funded Will Be Based on the Following:***

- Availability of funds
- How the funds will benefit the students and/or Northern Secondary School
- The degree to which other financial aid has been granted

***The Foundation Does Not Normally Support:***

- Capital requests for normally funded TDSB major capital facility improvements
- Requests for general operating, deficit reduction and/or direct mail campaigns
- Support to religious or sectarian organizations/projects
- Tickets to special events, raffles, and general fundraising appeals
- Applications from non-Northern Secondary School organizations and/or individuals

1. Name of Applicant .....  
[ ] Staff [ ] Student Home Form .....

2. Contact Information Phone: .....  
E-mail Address: .....

3. Funds requested for: [ ] Individual [ ] Club/Group *name of group:* \_\_\_\_\_  
[ ] School Equipment [ ] Other (please specify) \_\_\_\_\_

Purpose for Funding/Activity: \_\_\_\_\_ Number of Students Involved \_\_\_\_\_

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4. Total projected cost of activity or item to be purchased \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_  
Date Funds are Needed ...../...../..... (Maximum \$500.00)

5. Have you approached other donors for funds? [ ] No [ ] Yes  School council  SAC  
 Other \_\_\_\_\_  
If "Yes", provide amount requested \$..... **and** amount received \$.....  
If funding is not received by the NSSF, how will this impact the activity/project/group/individual?  
\_\_\_\_\_

6. Has this project/group/individual ever received funding from the NSSF? [ ] No [ ] Yes If yes,  
what year? \_\_\_\_\_

7. Please describe your project in detail including reasons for the Foundation to support it.  
*(If additional space is required, please feel free to attach an amendment to this description)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Name of Staff Advisor (if applicable) \_\_\_\_\_  
Email address of Staff Advisor (if applicable) \_\_\_\_\_  
Comments regarding the applicant's need (required for ALL student applicants):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Staff Advisor signature** \_\_\_\_\_

I, \_\_\_\_\_, CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

Thank you for completing this application. Please submit to [grants@nssf.ca](mailto:grants@nssf.ca) or  
**NORTHERN SECONDARY SCHOOL FOUNDATION MAILBOX IN THE NSS MAILROOM**  
You will be contacted shortly by a member or designate of the Scholarship/Allocation Fund Committee

***This section to be completed by the Scholarship/Awards and Funds Allocation Committee/ALTERNATE***

*Date of Applicant's Presentation* \_\_\_\_\_

*Board approval received*    Yes    No

*Amount approved:* .....

*Comments:* .....

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