



# The Polar Bear Foundation Grant Application Process

*Together We Make Good Things Happen*

Use this [ONLINE APPLICATION FORM](#) to tell us about how you want to make GOOD THINGS HAPPEN.

## **Who reviews the application?**

Requests are reviewed on a first-come, first-served basis and prioritized with other funding requests that are reviewed by The Polar Bear Foundation (PBF) Grants Committee.

- Select an appropriate category for review by a Northern School District department. The PBF Grants Committee will simultaneously receive the application to follow the grant process.
  1. **Curriculum, instruction, classroom needs, etc. – Dr. Meakin (who may forward to a principal)**  
If the request is related to curriculum (e.g., books, curriculum supports), instruction, classroom needs (pockets for the backs of chairs, furniture that supports learning, etc.)
  2. **Technology – Mr. Schild**  
If the request requires any type of technology. This can include items for the classroom (e.g., headphones), laptops, tablets, computer programs, etc.
  3. **Athletics/athletic boosters – Ms. Gaido**  
If the request is related to athletics. This request can come from teachers or booster members.
  4. **Special services – Mr. Borrell**  
This request is related to students who have special services. This can include any type of life skills activity, classroom need, etc.
  5. **Clubs/extracurricular activities- Appropriate principal**  
This request is related to club or extracurricular activities and the appropriate school/principal should be indicated. The exception is that any athletic booster club requests should go to Angie Gaido. Otherwise, any non-curricular requests (e.g., flowers during a concert) or music/art booster requests should go to the appropriate principal.
  6. **Other - Polar Bear Foundation**

Each grant will be reviewed based on need, merit, and available funding by the Executive Director, appropriate administrator, and the PBF Grants Committee. After the review process, a recommendation will be made to the entire PBF Board for a final decision.

## **What are the deadlines?**

The application period is ongoing. We encourage applicants to submit grant requests as soon as they are identified. Applications requiring review by an administrator, principal, or department are due to The Polar Bear Foundation ten (10) business days prior to the monthly board meetings so that there is time for the application to go through the review process. If applications are received after ten business days, they will be bumped to the next month for review.

Grants are accepted for immediate needs (previous NOW grants) and larger program grant requests in spring and fall. Grants for immediate needs are accepted at any time, while project/program grant deadlines are:

Application Deadline  
Fall: October 27, 2023  
Spring: April 12, 2024

Award Notifications  
November 2023  
May 2024

### **Where do the Polar Bear Foundation Funds Come From?**

Each year, the PBF allocates a limited sum of unrestricted money which can be used to fund grant application requests based on need and merit.

Additionally, the PBF holds “designated funds” which are donations received for a specific purpose and can only be used for that purpose. Designated funds include donations to athletic team funds and projects, specific academic disciplines, band, and EITC defined program funds.

### **What is the approval notification process?**

There is no guarantee that grants will be awarded to all applicants.

- You will receive notification regarding your grant application by email within a week after the decision is made.
- If your grant application is approved the email will contain a Polar Bear Foundation tracking number for your grant (e.g., “PBF2323-”) which you will need for accessing your funding. This “PB number” is to be used to referenced in any queries regarding your grant. The email will also contain additional information on steps to access your funding.
- Funds awarded during the spring and fall cycle will be spent by December 30th, unless otherwise noted.
- If funding is not available, your application may be put on hold and reconsidered as funding becomes available.

### **What happens after funds are awarded to the applicant?**

All communications and/or advertising about a PBF funded project/program should include that it was funded in part or in whole by a Polar Bear Foundation grant, and if appropriate, the specific sponsor/donor as well.

- **Unspent Funds:** Any unspent funds remaining in the account after disbursement of the grant funds need to be returned to the PBF. At this time, funds will be forfeited and reassigned. Please contact Natalie Slothower at [nslothower@northernYork.org](mailto:nslothower@northernYork.org) for additional information on unspent funds.
- **Evaluation Report:** Successful applicants are required to submit a brief evaluation report and provide three (3) photos/videos that portray the impact of the grant within three (3) months of completion of the project/program. The report should include a brief statement of what was accomplished, if the goals were met, data used to assess the program, and a budget that documents how the funds were spent, as well as the three photos/videos of the program/project. The Polar Bear Foundation coordinates with the Northern York County School District on its “do not photo policy” lists and uses photos in print and social media material to inspire our donors.