



New Hampshire

# Department of Education

## Student Enrichment Program Grant Application

The governor has set aside \$1.5 million of CARES Act funding to be available for grants to student programs that provide enrichment opportunities to K-12 students.

Many of these programs, during the period of the pandemic, have had a difficult time connecting with students and connecting students with their programming. This has significantly curtailed the ability of students to participate in important enrichment programming that build important skills.

Organizations qualifying for these grants will be non-profit organizations in New Hampshire that offer enrichment programming to K-12 students. Two types of grants will be awarded, COVID-19 related Costs and/or Lost Revenue and Incremental Program grants, as defined below. Each grant type will require a different grant agreement, both of which are included with this application.

### Cost/Lost Revenue Grants

- Qualifying costs may only be incremental program expenses (over and above normal operating expenses) between March 1, 2020 to the present, or that will be incurred prior to December 15, 2020 that have not otherwise been reimbursed. Incremental program expense for this purpose means increases in program expenses due to COVID-19 over and above normal operating costs. Regular payroll and rent and revenue loss do not qualify as increased program expense. Lost revenue should not be included in COVID-19 costs/expenses.
- Qualifying losses in revenue is the loss of revenue when comparing 2020 revenue with 2019 revenue. To calculate revenue losses, the Department will compare in the actual 2019 revenue as compared estimated revenue for 2020. Please note, lost revenue may not be included as a COVID-19 related expense. Awards based on increased program costs or loss of revenue will use a short-form grant application. Awards based on estimated revenue are subject to full or partial recoupment should actual 2020 revenue exceed the figure provided in the application.

### Incremental Program Grants

- Incremental program expenses are those designed to accomplish a specific goal or service of the organization beyond current programming that will be provided before December 15, 2020. This means that the organization is expanding its programming as part of its response to COVID beyond the programming that would ordinarily be run. A, long-form sub-award grant application will be used for such programs.

In all cases, costs and program expenses must reflect the program response to the COVID pandemic. In addition, expenditure must be made by December 15, 2020 and all purchases must be in-use by that date.

Grant applications will be made to the Department of Education under one of the two grant types listed above. Grants will be awarded in the order received and on a rolling basis (e.g., there is not a specific grant application window) until the funds are fully committed. No grant applications will be accepted beyond December 15, 2020. Grant applications must be completed in full and grant applications returned as incomplete will not remain in the grant application cue.



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Successful applicants will have to register and provide a State of New Hampshire Vendor number in order for the award to be paid. Registration is free and can be done online at:

[https://das.nh.gov/purchasing/vendorregistration/\(S\(bhqnm55vuiuvn453gx35v55\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(bhqnm55vuiuvn453gx35v55))/welcome.aspx).

Grantee Name:

Contact Person:

Address:

Phone:

Email:

Description of enrichment program:

Ages of students served by this program:

Number of students are served by this program

- Prior to COVID
- Post COVID

How does this program benefit students?

What are essential skills developed through this programming?

Has the Grantee received any other Cares Act Funds, such as PPP or GOFERR CRF awards?

Please list the program and the amount:

## Submission

Grant applications along with completed Grant Agreements should be submitted to:

New Hampshire Department of Education  
Attention: Kathleen Stanick  
101 Pleasant Street  
Concord, NH 03301

Or by e-mail to: [Kathleen.M.Stanick@affiliate.doe.nh.gov](mailto:Kathleen.M.Stanick@affiliate.doe.nh.gov)

All grant applications will be acknowledged within 48 hours and awards will be made as quickly as possible. There is no guarantee that an award will be made or that the Grantee will receive the full amount of the award requested.



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## Cost/Lost Revenue Grant Request

	Amount spent/revenue throughout 2019 (A)	Amount spent/revenue:			Incremental COVID costs and/or Lost Revenue (E)=D-A
		January 1, 2020 - September 30, 2020 (B)	Anticipated for October 1, 2020 - December 30, 2020 (C)	Total 2020 (D)=B+C	
<b>Description of Costs:</b>					
<b>Description of Lost Revenue:</b>					
<b>Total Grant Requested:</b>				(Cost minus Revenue)	

Use additional sheets as needed.



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## Incremental Program Grants

Describe the incremental program to be offered.

Describe the number of students and ages that are currently served and the incremental students and ages that will be served by this program expansion.

Provide a budget for the program expansion, including an anticipated revenue or costs similar to the format below.

	Amount spent/revenue:		
	January 1, 2020 - September 30, 2020	Anticipated for October 1, 2020 - December 30, 2020	Total 2020
	(A)	(B)	(C)=A+B
<b>Description of Additional Program Costs:</b>			
<b>Description of Additional Program Revenue:</b>			
<b>Total Grant Requested:</b>	<b>(Cost minus Revenue)</b>		<input style="width: 100px; height: 20px;" type="text"/>