



# Student Service Grant Funding Tiers & Recipient Requirements

The National Principals Association's Student Service Grant program supports student-led service projects that address meaningful needs in schools and communities. Applicants may request funding through one of two grant tiers based on the scope of their project and their experience with the proposed service initiative.

## Standard Student Service Grant

**Funding: \$200–\$1,000, awarded in \$200 increments**

The Standard Student Service Grant is designed to support student-led service projects at any stage of development, including new projects and initiatives being implemented for the first time.

Applicants should clearly explain the need their project will address, their plan for completing the project, the anticipated impact, and how requested grant funds will be used.

Students whose projects have been completed previously may also apply for a Standard Grant and are not required to select the Legacy Grant tier. However, eligible applicants are encouraged to apply through the Legacy Grant tier, which is designed to support projects that build upon demonstrated previous success.

## Legacy Student Service Grant

**Funding: \$200–\$3,000**

Funding options include the Standard tier amounts of \$200–\$1,000 in \$200 increments, with additional funding levels of \$1,500, \$2,000, \$2,500, and \$3,000 available for qualifying Legacy projects.

The Legacy Student Service Grant provides expanded funding for students who are building upon the demonstrated success of a previously completed service project.

### To qualify for the Legacy tier:

- The proposed project must build upon a service project that was successfully completed previously, preferably within the previous two academic years.
- The student representative must have personally participated in a previous successful implementation of the project. The student does **not** need to have created or led the previous project but must have been actively involved in its completion.
- The previous project does not need to have received Student Service Grant funding or any other National Principals Association funding.
- Applicants must be able to describe the results or impact of the previous project and provide evidence of its successful completion.

- The new proposal must demonstrate how additional funding will be used to **expand, improve, strengthen, or build upon** the project's previous success.

Legacy funding is not intended simply to repeat an existing project at a larger budget. Applicants applying for a Legacy Grant should demonstrate how the proposed project will meaningfully build upon the work previously completed and why additional funding is necessary.

Students who meet the Legacy Grant eligibility requirements are not required to apply at the Legacy level and may choose to apply for a Standard Grant instead.

## NEHS Applicants

Both the Standard and Legacy Student Service Grant tiers are available to eligible NEHS students. NEHS students should work closely with their chapter adviser throughout the planning and application process.

For NEHS applications, the **adviser submits the application on behalf of the student representative**. The project must remain student-led, with the student representative actively involved in developing the proposal and leading the project, while the adviser provides support, oversight, and mentorship throughout the application and project process.

NEHS students and advisers should review the **NEHS Student Service Grant FAQs** for complete information regarding eligibility, the application process, adviser and principal involvement, funding, and reporting requirements.

## Legacy Grant Review Process

Because Legacy Student Service Grants provide access to higher levels of funding, Legacy applications are subject to a more comprehensive review process.

Applicants should provide clear and thorough documentation demonstrating the project's previous success, the student representative's involvement in the prior implementation, and how the proposed project will expand, improve, strengthen, or build upon that success.

Requests for higher funding amounts should also clearly demonstrate how the requested funds are necessary to achieve the proposed scope and impact of the project.

**Selection of the Legacy tier does not guarantee eligibility for, or approval of, the requested funding amount.**

Because Legacy Grants provide access to higher funding amounts, applicants should carefully consider their school procedures for receiving, accessing, tracking, and managing external grant funds before requesting funding.

## Managing Grant Funds

**All Student Service Grant recipients are responsible for ensuring grant funds are appropriately accessed, tracked, and used according to the approved project budget.**

Grant funds are distributed **directly to the recipient's school** and cannot be sent directly to a student or adviser. As part of the application process, the school principal must provide the school's complete

and accurate mailing address and federal tax ID through the required principal acknowledgment form. Incomplete or incorrect school information may delay or prevent the distribution of grant funds.

Once funding is received, students should work closely with their program adviser and school administrative or front office staff to understand the school's process for accessing and managing grant funds. Recipients are responsible for tracking expenditures and ensuring funds are used in accordance with the approved project budget.

Any grant funds that are not used for the approved project **must be reported in the final project report and returned to the National Principals Association**. Instructions for returning unused funds will be provided to grant recipients.

### Required Midpoint Check-In

**All Student Service Grant recipients, regardless of funding tier, are required to complete a midpoint project check-in.**

Approximately halfway through the project period, recipients will be asked to provide a brief update addressing the following:

- Whether the project is progressing as expected
- Whether grant funds are being spent according to the approved project budget
- Any setbacks, complications, delays, or other issues that could affect successful completion of the project
- Any anticipated changes to the project or use of grant funds
- Whether the recipient anticipates being unable to use all awarded funds and may need to return unused grant funds

The midpoint check-in is intended to identify potential concerns early and provide an opportunity to address project or funding issues before the end of the grant period.

Recipients should not wait until the midpoint check-in or final report to report a significant issue that may prevent completion of the approved project.

### Final Report—Required for All Grant Recipients

**Completion of a final project report is a requirement of accepting Student Service Grant funds.**

At the conclusion of the project period, **all grant recipients must submit the required final report** through the application portal, regardless of funding tier, award amount, or whether the project was completed as originally planned.

We understand that circumstances may arise that prevent a project from being completed as proposed. If a project is delayed, changed, partially completed, or unable to be completed, a final report is still required. Recipients should use the final report to explain what occurred, describe any project activities that were completed, report how grant funds were used, and identify any unused grant funds.

The final report documents project completion and outcomes, use of grant funds, project impact, challenges encountered, and any required supporting information or documentation. Recipients will also be asked to provide photos and media documenting the project, as applicable.

**Any unused grant funds must be reported in the final project report and returned to the National Principals Association.**

Failure to complete the required final report may result in the recipient being required to return some or all of the awarded grant funds and may affect eligibility for future Student Service Grant funding.

By accepting Student Service Grant funds, recipients agree to complete both the required midpoint check-in and final project report, appropriately manage and account for awarded funds, and promptly communicate any significant changes to the approved project or use of grant funds.

For questions about Student Service Grants, contact [grants@principals.org](mailto:grants@principals.org).