



Special Olympics New Mexico  
Unified Champion Schools Grant Application

General School Information	
School	
School Contact	
School Address	
City:	Zip:
Phone:	Fax:
Email	

Funding Application Process
<p>Each Unified Champion School can apply for a total of \$1,500 worth of funds for the school year. These grants will help schools implement the three required elements to become a Unified Champion School. Each project should address the Unified Champion Schools elements below and must include participation for students with and without intellectual disabilities:</p>
Unified Champion Schools ELEMENTS
<p>As a Unified Champion school, you are required to facilitate the following activities:</p> <ol style="list-style-type: none"> <li>1. <b>Inclusive Sports Opportunity-</b> provide students with and without intellectual disabilities opportunities to participate in sports activities alongside one another (e.g. Unified Sports, inclusive PE and intramurals, inclusive Young Athletes)</li> <li>2. <b>Youth Leadership-</b> provide students with and without intellectual disabilities opportunities to take on leadership roles in promoting Unified Champions activities in the school and in the community (e.g. Youth Rally/Youth Forum, Youth as Volunteers, Fans in the Stands)</li> <li>3. <b>Whole School Engagement-</b> provide opportunities for <i>all</i> students in the school to participate in Unified Champion through school-wide activities (e.g. Choose to Include campaign, Autism Awareness campaign, Fans in the Stands, Pep Rally, etc.)</li> </ol> <p><b>Please refer to your Unified Champion School guide or contact Program Director for ideas on activities that address these elements.</b></p>

**Directions**

1. **Please attach to this report a one page Project Summary to share your ideas for future Unified Champion activities (may be typed or hand-written)**
2. If requesting funds, please complete the Proposed Budget & Budget Justification and submit with the report
3. Sign the Commitment and Certification below
4. All grant requests are due a minimum of 3 weeks before activity and may take up to 2 weeks for payment to be received. Funds will NOT be reimbursed for projects that have not received prior approval.

**Evaluation**

**An event evaluation will be required 30 days after the event. This will require documentation of event participation, pictures, and receipts. Any story, or change in person, persons, or the schools as a whole that occurred as a result of the program also needs to be documented and sent to Rebecca.**

**Commitment and Certification**

By signing this Application Form, the school liaison certifies that:

- the information provided is accurate and that any awarded funds have been, and/or will be, used according to the stated purpose;
- applicant will comply with all Special Olympics general rules and SONM policies during all Unified Champion and Special Olympics programming;
- applicant will provide SONM with a post event evaluation due no more than 30 days after event;
- the persons signing this application have the authority to commit the Applicant School to these conditions.
- Site contact will complete on-line survey at the end of the year or the school may be responsible to reimburse funds granted.

**Administrator's Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Unified Champion Liaison Signature:** \_\_\_\_\_

**Printed Name:**

**Date:** \_\_\_\_\_

**Please feel free to contact Rebecca Whitlock at 575 993 4817 or [Rebecca@sonm.org](mailto:Rebecca@sonm.org) if you have any questions. Submit Project Report/Grant Application, budget and one page Project Summary to Rebecca Whitlock at [Rebecca@sonm.org](mailto:Rebecca@sonm.org) or by fax at 505.856.0346.**

# EXAMPLE BUDGET FORM

**Special  
Olympics**  
New Mexico



Special Olympics  
**Unified Champion  
Schools**

## Proposed Budget & Budget Justification

The Proposed Budget and Budget Justification should accompany your Project Report when submitted to SONM staff for consideration. Examples of Budget Line Items and Budget Guidelines are provided below:

### Examples of Budget Line Items & Guidelines:

- **Supplies-** Paper, markers, wood for signs, stickers, posters, etc. This line item should not exceed 50% of your total budget unless otherwise approved by SONM staff.
- **Equipment-** Uniforms, sports equipment, etc. This line item should represent a minimum of 10% of overall budget, as these items are sustainable and will benefit your program for years to come.
- **Transportation-** Bus expense to Unified Champion School related event/activity.
- **Provisions-** Food and/or refreshments for an event; snacks during training sessions, etc. This line item should not exceed 20% of your overall budget, unless otherwise approved by SONM staff.
- **Facility Rental-** This can include use of facilities and can be counted in In-Kind donations.
- **Fees-** Fees for bowling, registration, etc.
- **In-Kind Donations-** Contributed goods and services from individuals or the school, are those for which there will be no reimbursement received from SONM; i.e., postage, photocopies, supplies, transportation, facilities, provisions, equipment, etc. Please provide a value for all donated goods and services. Contributions of time (volunteer hours) have a monetary value only if the hours are spent doing the same type of work for which you are normally paid; i.e., teaching, computer programming, fitness instructor, etc. **MUST EQUAL AT LEAST \$1000. If using facilities as part of this amount, please include a breakdown or receipt of what the facilities would cost an outside organization to use.**

ESTIMATED # OF ATHLETES: \_\_\_\_

ESTIMATED # OF PARTNERS: \_\_\_\_

Budget Line Item	Requested Unified Champion School Funds	In-Kind Donations (please provide receipts)	Other Funding Sources (please specify source)	Total
Supplies	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Transportation	\$	\$	\$	\$
Provisions	\$	\$	\$	\$
Facilities	\$	\$	\$	\$
Fees	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$

**Budget Justification:** Briefly describe what is included in each line item and explain why requested funds are necessary.

- **Supplies-**
  
- **Equipment-**
  
- **Transportation-**
  
- **Provisions-**
  
- **Facility Rental-**
  
- **Fees-**

**PLEASE DO NOT FORGET TO SEND A 1 PAGE SUMMARY OR PLAN FOR YOUR EVENT!  
APPLICAITONS WILL NOT BE APPROVED WITHOUT IT!**