

GRANT APPLICATION PROCEDURES

I. Specifications:

- A. Submit **one original and eight copies** of the proposal
- B. The proposal should be doubled-spaced with a running short title. To ensure anonymity, the names of applicants and their schools are to appear only on the attached “**Project Summary Cover Sheet.**”
- C. The narrative shall follow the following outline and not exceed eight pages in length.
- D. The attached “Project Summary Cover Sheet” and “Estimated **Budget** Summary Sheet” must be included.

II. Outline for Narrative:

Section I - Project Justification

- A. Statement of Need: Included a clear statement describing and justifying the need for funding of this project.
- B. Purpose of Project~ State the goals and clearly identify each of the objectives of the project.

Section 11- Project Description

- A. Design: Describe the activities, which, when implemented, will ensure that each objective is successfully accomplished. Describe the Target Population, name the discipline(s) to be addressed and the grade level(s) and number of students to benefit from the project. Include a calendar of major activities, a description of each major activity, and time lines for the activities to be accomplished.
- B. Budget: List itemized project budget, projected schedule of expenditures, equipment purchases, and specific areas of the project that need funding, The budget narrative is to include a description and justification for expenditures. If applicable, list any other organizations from whom you are requesting funds for this project. If you are successful in receiving those funds, please let us know immediately.
- C. Types of Project Personnel: Briefly describe the types of personnel (not names) who will administer the project and their qualifications. Also, list any organizations or types of staff members who will be directly associated with project. Names of individuals can be included as an attachment to the “**Project Summary Cover Sheet,** but within the body of the narrative proposal.

Section III- Project Evaluation and Dissemination of Findings

- A. Evaluation: Indicated how the success of the project will be measured. Every proposal considered for funding must include “alternative methods” of assessment.
- B. Dissemination: Describe how the findings from this project will be disseminated to the education community. This may include possible conferences/meetings at which papers may be presented, publications, and other forums.

Please note:

Equipment and other materials purchased with grant funds (other than those consumed during the project) become the property of the Searcy School District.

PROJECT SUMMARY COVER SHEET
(complete in full and attach as cover to proposal)

Name of Applicant: _____

Address: _____
(address to which all grant correspondence should go)

Project Contact Person: _____

Work Telephone: _____ Home Telephone: _____

Project Title: _____
(this will be the name used in publicity)

School: _____ Grade/Subject: _____

Brief Summary of Project (use ONLY space provided):

Budget Summary:

Personnel	\$ _____
Consultants	\$ _____
Permanent Equipment	\$ _____
Materials & Supplies	\$ _____
Travel	\$ _____
Other	\$ _____
TOTAL REQUESTED	\$ _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

FOR FOUNDATION USE ONLY:

Project #: _____ Approval Date: _____ Funds Allocated: \$ _____

Signature of Foundation Official: _____

