**Twin Valley Community Educational Foundation**

**Grant Application Format**

Name of applicant(s)

Title of Proposed Project

Purpose of Grant (one sentence)

Requested amount

Please provide the following narrative and budget information by restating the number and question:

1. **Project Description *(include the following information)***

 Describe what the project will involve and which students will participate (number, grade level).

 Who will conduct and manage the project? name, address, phone, email, etc.

 Are there other participants (colleagues, parents, members of the school community?)

 Methods for carrying out the project.

 Where will the project take place?

1. **Project Need/Impact**

 Why is the project needed? Why do you consider this project to be an innovative and/or creative approach to teaching or an educational opportunity for enhancement and enrichment? Are there any unique needs of your school that require such an initiative?

 How will it meet the perceived need? What are the major goals of the project? How were these goals determined?

 What impact will the project have on the Twin Valley community/students? Describe your role and the strategies you will use to help ensure the success of this project. What other stakeholders will be involved in the implementation of the project?

1. **Project Schedule (timeline for the project)**
2. **Evaluation**

 What criteria have you set to determine if the project is a success?

 What tools/methods will you use to evaluate how these criteria have/have not been met? Both qualitative and quantitative evaluative methods are welcome.

 What is this project’s future? That is, can it be sustained, expanded and/or replicated? Please identify any anticipated sources of future funding.

1. **Budget**

Provide a detailed breakdown of all costs associated with this project and documentation with attached budget sheet.

**Building Principal Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Signature: \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_