

National Grant Application Template Form

1. Unique Project Title for your Grant Proposal

2. Contact Details and Schools Identified

a. Name of primary onsite **grant program manager/administrator**.

b. Name of primary onsite **faculty implementation strategist**.

c. Name of primary onsite **program evaluator**.

d. Names, titles, schools, and email addresses of each additional faculty participant implementing the grant proposal.



3. Introduction and Background of the Grant

An abstract or quick summary description of the grant research project of what it is, goals, needs identified and focus area supported with methods of investigation. *(Half page in length)*

4. Description of Need

Identified socio-economic status of student population, how many students this grant will impact, including students of differing abilities, student grade level specifications, and school demographics. *(Half page in length)*



5. Full Description of Project

Provide details about goals, methods of investigation, needs/data analysis findings, and anticipated student learning outcomes. Explain how and why your project qualifies as innovative, whether within your department, within your school, or at a national level. *(Two pages in length to tell your grant story, yet break up heavy text with charts, graphs, and/or student/school images where applicable)*

- a. Project idea
- b. Project learning objectives
- c. Curriculum integration ties with core subject areas
- d. Projected student learning gains
- e. Project schedule overview
- f. Sample survey questions for qualitative and quantitative data collections



6. Grant Planning and Partnerships of the Grant

Planning and partnerships are crucial elements of a winning grant application. Some funders demand one or more partners, if not more. Thoroughly review the funder's specifications in the grant for the kind and potential number of partners required. The approach of your grant project is strengthened by collaborations and in-kind resources, which can also give you a significant advantage and increase your visibility among grant-seeking organizations. *(Half page in length)*

When requesting grant partnerships, it's important to recall your target audiences, clearly define the roles and contributions of each partner, and build long-lasting professional relationships. Create a fact sheet outlining the objectives, targets, and results of the grant program and distribute it to your collaborators. Make sure your potential partners can fulfill the function you have in mind for them in your grant program by doing adequate research on them.

Some potential partners may include:

- a. Tribal/Non-Tribal
- b. Schools
- c. Tribal governments
- d. Community-faith based organizations
- e. Businesses
- f. Individuals
- g. Universities



7. Grant Project Relevancy

Please explain how your project is relevant and unique to your K-12 school system, its student population, whether within your school or across schools. *(This portion of the narrative should not exceed one page)*



8. Review of Effective Practices and Current Research

Please include a literature review in your proposal including journal articles, white papers, case studies, or other resources. A description of studies or best practices at other K-12 and/or higher education institutions is especially relevant. Make sure to cite your sources.



9. Budget Narrative - Funding Strategies - Budget Summary

What is the total budget requested? Are there any matching of community or in-kind funds that will be utilized to reach and benefit more students? (*Half page in length*)



SAMPLE GRANT IMPLEMENTATION AND ASSESSMENT CHART TEMPLATE

IDENTIFIED NEED #1:

GOAL #1:

LEARNING OBJECTIVE #1:1

Implementation Strategy	Person Responsible	Timeline	Evaluation Tool	Resources and Budget	AI, CS, STEM, or Curricular Standards

LEARNING OBJECTIVE #1:2

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IDENTIFIED NEED #2

GOAL #2:

LEARNING OBJECTIVE #2:1

Implementation Strategy	Person Responsible	Timeline	Evaluation Tool	Resources and Budget	AI, CS, STEM, or Curricular Standards

LEARNING OBJECTIVE #2:2

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11. Evaluation and Dissemination Process

Evaluation reveals what is truly going on in your project, allowing you to increase project efficiency. You can better manage resources, improve your services, and strengthen your overall project performance based on evaluation data. Aside from these immediate benefits, a project review can reveal needs that should be addressed in your future proposal, making it easier to obtain and maintain funding. ([One page in length](#))

1. Identify exactly what will be evaluated. You already know what to evaluate if you wrote measurable objectives.
2. Determine the methods you'll use to evaluate each goal and objective. You must outline the data you will require, and the procedure you plan to use to gather it.
3. Finish your evaluation design. Specify the analyses you intend to do, and then conduct your evaluation by gathering and evaluating the data required for each aim. Your assessment method could be as simple as observing the behavior of a certain population or as sophisticated as a rigorous experimental and multiple control group design.
4. Summarize the results of the data analysis and identify its application. Consider including mock data tables that demonstrate/visualize what your resulting data could look like.

Key Questions to Answer: As you write the evaluation section, answer these questions.

Does your evaluation section:

1. Describe why evaluation is needed in the project?
2. Provide a definition of what is meant by evaluation?
3. Clearly identify the purpose of your evaluation and the audiences to be served by its results?
4. Demonstrate that an appropriate evaluation procedure is included for every goal/objective?
5. Provide a general organizational plan or model for your evaluation?
6. Demonstrate that the scope of the evaluation is appropriate to the project? Demonstrate the extent to which the project is practical, relevant, and generalizable?
7. Describe what information will be needed to complete the evaluation, the potential sources for this information, and the instruments that will be used for its collection?
8. Clearly summarize any reports to be provided to the funding source based on the evaluation, and generally describe their content and timing?



Dissemination is the process by which you inform people of the goals, strategies, and successes of your project. In addition to other things, it promotes both you and your sponsor. The importance of results distribution is growing as funding competition increases. Saying you'll submit a journal article or give a paper at a professional society gathering is no longer sufficient. Instead, be specific about the potential names, target journals, and deadlines. Additionally, include the meetings that will be attended, along with the times and places where papers will be presented.

Key Questions to Answer: As you write the dissemination section, address and answer these critical questions.

1. Explain why your initiative needs distribution activities.
2. Clearly define the goal of your dissemination efforts.
3. Specify a workable and suitable approach for dissemination.
4. Briefly describe any items that came about as a result of the diffusion effort?
5. Show that you have a solid understanding of the theory and research surrounding the sharing and application of knowledge?
6. Give enough information about suggested diffusion methods to support the budget request?
7. Clearly state who will be in charge of dissemination and why they are qualified.
8. Explain how the distribution will ensure that the relevant audiences receive the information they require in a format that they can utilize when necessary.



12. Appendices

If and when the reader of the proposal needs further explanation of an idea, a series of events, or a conclusion, the appendices give them instant access to the information. Appendices include things like timelines, work schedules, activities, techniques, legal documents, curriculum vitae, letters of support, and endorsements.

13. Post Award Phase

Adherence to follow up with a report after receiving the grant. For example summarizing the success of the grant, including any pictures, artifacts, anecdotal notes, collated/curated data findings, summary survey data, student quotes and statements.