

Please use the following guidelines when drafting your project proposal.

**PROJECT TITLE** Include a descriptive title for your project

**PROJECT NARRATIVE** (5-page maximum, at least 12 point font)

### **Background**

- Organization name and location
- Current professional development programs for educators
- Brief description of grant management experience
- Partners and/or collaborating organizations
  - What individuals or organizations will be working with you on this project?
  - What are their roles within this project?

### **Overview**

- Rationale for your project
- Project goals
- Project objectives
- Project plan
  - Identify project leaders who will complete TPS Professional Development in advance of project implementation
  - Target audience
    - Location
    - Number of educators
    - Targeted subject(s) taught
    - Grade levels
    - Relationship with target audience
    - Recruitment plan
  - How will you reach your goals and objectives?
    - What format (e.g., online, in person, etc.) will be used for training?
    - What TPS materials will be incorporated?
  - Expected Outcome
    - What projects will participants complete? (Examples: lesson plans, learning activities, primary source sets or journals.)
  - Expected cost per participant
  - Dissemination Activities
    - How will you share the outcomes?
  - Sustainability
    - How will you continue to introduce teachers to TPS materials and methods beyond the funding cycle?

## **Project Evaluation**

- How will you determine the success of your project?

## **Project Timeline**

### **BUDGET AND JUSTIFICATION** (3-page maximum)

Costs associated with implementing your proposed project (see budget format example). Include source(s) of the required 20% match.

### **APPENDICES**

#### **Staff**

The roles and background of staff who will work on your proposed project. Include a vita (two-page limit) for the project director that includes name, title, business address, telephone number, and email address. Include biographical paragraphs for other staff.

#### **Authorized Financial Representative**

Name:

Title:

Business Address:

Telephone Number:

Email Address:

#### **Supporting Documentation**

Examples: letter(s) of support, workshop agendas, advertisements, participant application forms, etc.

*Submit completed proposal and supporting documentation to Barbara Kirby via email at: [bkirby@waynesburg.edu](mailto:bkirby@waynesburg.edu). You will receive a reply confirming delivery within a few business days.*