

TPS Eastern Region Project Proposal Guide

Please use the following guidelines when drafting your project proposal.

APPLICANT DETAILS:

- Organization name
- Official Organization address (to be included in Funding Agreement)
- SAM Registration Number (Access/register at www.sam.gov)
- Congressional district where organization is located. (Locate district at www.house.gov)
- Organization's educational programming experience
- Brief description of organization's grant management experience
- Name and email of person submitting the grant proposal

PROJECT DESCRIPTION:

- **Project Title:**
 - Include a descriptive title for your project
- **Project Leader Contact information**
 - Project leader name
 - Project leader title
 - Project leader email
- **Indicate Project Leader's TPS Professional Development Experience**, based on below options:
 - None to date, but willing to enroll. Please send contact information
 - Another member of the Project Team will participate. Please send registration information
 - Previous participant in TPS professional development
 - Indicate year participated and where (i.e. Waynesburg University, etc.)
- **Rationale for your project**
 - Address how the needs of the audience were identified and how the needs will be met
- **Project goals and objectives**
 - Describe the goal(s) of the project – what outcome you hope to accomplish
 - Describe the objective(s) of the project – what steps will be taken to accomplish stated goal(s)
- **Project Staff**
 - Name and brief description of role each staff member will serve
- **Project Collaboration Partners**
 - List individuals or organizations who will be working with you on this project
 - List their roles within this project
- **Target Audience**
 - Number and Types of participants to be reached
 - Briefly explain the current relationship that exists with the target audience
 - Recruitment plan – How you will reach and recruit your target audience
- **Project Events and/or Products to be developed**
 - What TPS methods and/or materials will you incorporate?
 - What sources and/or collections from loc.gov will you feature?
 - What format will you use for events (online, in-person, etc.)?

- How will the project events and/or products help you reach your goals and objectives?
- **Project Outcome(s)**
 - Indicate the expectations for participant completion
 - What will participants create?
 - What skills will be developed?
 - What will be the overall result of this project?
- **Project Evaluation**
 - How you will determine the success of this project?
- **Project Dissemination**
 - How you will share the outcomes of the project?
- **Project Timeline**
 - Download form [Project Timeline](#)
 - TPS Grants operate on a Federal fiscal year (October 1 through September 30)
 - *Example: Federal fiscal year 2023 runs October 1, 2022 through September 30, 2023.*
 - Quarters within the federal fiscal year are as follows:
 - Quarter 1: October – December
 - Quarter 2: January – March
 - Quarter 3: April – June
 - Quarter 4: July – September
 - Complete and attach project timeline

BUDGET

- **Financial Contact Information**
 - Financial Contact name
 - Financial Contact email
 - Financial Contact telephone number
- **TPS Funds Requested**
 - Maximum request is \$25,000
 - Indicate amount requesting
- **Budget Narrative**
 - Describe costs directly associated with implementing your proposed project
 - Provide detail showing how the costs in each category were calculated
 - Only Include costs directly associated with grant proposal
- **Project Budget**
 - Download form [Budget template](#)
 - Complete and attach project budget
- **Sustainability**
 - Describe how you will maintain the TPS project beyond the grant funding
- **Supporting Documentation**
 - Attach documents that support the goals of the grant project
 - Examples: letter(s) of support, vitae or biographical paragraphs of staff involved with proposed project, workshop agendas, advertisements, participant application forms, etc.

