

## Grant Project Idea Worksheet

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1. Population to be served: Identify and describe the target population and number to be served.

**2. Documentation of need:** What evidence is there that supports the need for the project? Evidence needs to focus on student need. What is the problem as it relates to students? Does this problem exist within a certain population or segment of students?

3. Research of the literature: List publications that you would like to use as reference that addresses the need and shows support for the project idea. Is there something that you would like to replicate from another school or school system or different region of the U.S.?

4. Project Goal: What is the goal for this project? What are you aiming for?

5. Project Objectives: Stated in measurable terms, what are the project objectives? How many students will be served? What will change as a result of this project? Use percentage of change or number of students.

6. Strategies and/or methods of the project: What strategies or methods will be used to achieve the goals and objectives?

7. Activities and timeline: Outline the activities to be conducted to reach the project objectives and provide a schedule for completing them.

8. Expected Outcomes: What are the anticipated, quantifiable outcomes as they relate to the objectives?

9. Estimated budget: Itemize the costs of activities and resources and tally the total funds needed for the project.

10. Institutional resources: List resources, facilities, or services the institution will provide for the project.

11. Collaborations: List any internal or external partners and identify their roles and contributions.

12. Uniqueness of the project: What makes this project special or different?

13. Evaluation: There are two types of evaluation to be included in the proposal. Formative or process evaluation assesses how well the project implementation process has been managed. Summative evaluation measures achievement of the project outcomes and assesses the worth of the program. Describe preliminary ideas for evaluating the project.

14. Project Leader: Provide the name of the recommended faculty or staff member who would be responsible for leading the project.

15. Alignment with Grantor/Funder priorities if known How does the purpose and goals of this project align with and serve the interests of the grantor? Grantor web sites usually reflect the kinds of grants they fund.

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Project Working Title:

Submitted By:

Date Submitted:

Principal/Supervisor  
Name:

Supervisor's Comments  
and Affirmation of  
Support:

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FOR GRANTS OFFICE USE ONLY

Date Received:

Reviewed By:

Disposition: