

CHAT Money Mini Grant Proposal Guidelines

We are seeking quality mini grant proposals for innovative enrichment offerings that serve the broadest range of students at PACT. There is a strong preference given to proposals that offer as much detail and definition as possible in the following areas. Feel free to complete the items on another sheet for more room for explanation.

Date Submitted:

Name:

Phone:

E-mail:

Project Title:

Position:

Administrative Approval: _____

1. Describe your item, event, idea. Include a description of topics covered and other details. Describe the program structure and how will it be delivered/provided to the families/students. Describe how it will progress throughout the school year. If it is an event when and where will it occur and what support will you need from the school?

2. What are your expected learning goals and objectives? How will you assess and assure that your idea/event/item impacts learning? What are your check points and measurements that you will use to determine that you are meeting your goals and objectives?

3. Provide your budget to include an outline of personnel, hourly rates, administrative costs, proposed time, preparation time, and supplies. The total funds requested needs to be clearly stated and any other funding sources should be outlined in the budget as well. If any other resources are expected from PACT, such as supplies, volunteers, etc, that needs to be stated clearly.

4. Identify how your program will integrate with the teachers, advisors, parent/teachers, and administrators in order to coordinate with curriculum and classroom schedules. Your idea/event/item will have to work around the school calendar and other school events.

<p>5. Identify key individuals who are responsible for and has full authority to answer for this idea/item/event. It is very important that we know who will supervise and oversee the whole operation and who coordinate with the Program Coordinator to resolve any issues.</p>
<p>6. Any accepted proposal will be constructed as mutually "at will" contracts with clauses to cover termination if the idea/item/event is not meeting the agreed upon goals. Thus, it is critical that you identify and define how success of your program will be measured. Identify the measurable outcomes that you will use to measure the success of you program that can be a basis for assessing the program. What is your process for 360 degree feedback which leads to continuous program improvement?</p>
<p>7. Identify any other funding sources that are already attained. Identify if your program relies solely on funds provided by PACT Fundraising. Identify any grants, outside funds, and other revenue sources current or planned.</p>
<p>8. Identify if your organization is a non-profit and provide your organizations tax ID number.</p>

Amount Requested: _____ Overall project budget: _____

(Attach itemized budget with tax/shipping)

Other funding sources: _____

Would partial funding be acceptable? Yes ___ No ___

Disbursement dates (*please note a three week delay occurs after approval*): _____

Number of Students affected: _____ Funding per student _____

Target Student Groups: _____

Program Funded by CHAT Yes /No Date: _____ Signature _____

Explanation of Decision: _____