

# Spring ISD Education Foundation Grant Proposal Checklist

## PURPOSE

Does the Proposal:

- Clearly state the purpose, objectives, hypotheses or research questions?
- Provide a compelling introduction to the rest of the application?
- Describe what is expected to result from the project?

## RATIONALE

Does the Proposal:

- Define what problem the project addresses?
- Show that it is feasible to solve the problem?
- Clearly demonstrate how important this project is to solving the problem?
- Create a feeling of immediacy or urgency?
- Use data to support the need (statistics, case illustrations, does it reflect a larger regional or national need)
- Show a relationship between the need for the project and the purpose of the project?

## OBJECTIVES

Does the Proposal:

- Include a reasonable number of outcomes for the project described?
- Describe the expected results with measurable indicators? (“To **decrease** the **dropout rate** of high school students with learning disabilities **by 20% in 24 months** at a cost of \$50,000.)
- Indicate reasonable timelines for accomplishment?
- Indicate the basis for how success will be measured? (performance standards)

## DESCRIPTION/PROCEDURES

Does the Proposal:

- Include procedures for each objective?
- Match the procedures to the results or benefits expected?
- Justify why the approach and methodology is suitable to the stated objectives or purpose?

- Explain why the procedures are feasible and likely to succeed?
- Describe the procedures clearly enough to be understood how they will accomplish the objectives?
- Include enough information to answer all of the questions asked by the funding source about the procedures?
- Describe the population to be served and how it will be selected?
- Describe any data to be gathered, instruments to be used, timetable and procedures for collection, analysis, reporting and use?
- Indicate who is responsible for what?
- Demonstrate that the procedures are creative and innovative?
- Describe the sequence, flow and interrelationship of the activities?
- Present a reasonable scope of activities that can be accomplished within the timeline provided and within the resources indicated?

## EVALUATION

Does the Proposal:

- Include an appropriate evaluation procedure? **\*(very specific evaluation is needed)**
- Justify the technical and theoretical soundness of the evaluation?
- Match the scope of the evaluation to the project?
- Measure the extent to which the project will have achieved its stated objectives?
- Measure how successfully the project was conducted in a manner consistent with the plan?
- Describe what information will be needed to complete the evaluation and the instruments to be used for collection?

## BUDGET

Does the Proposal:

- List all items to be purchased with grant funds?
- Utilized Spring ISD approved vendors when possible?
- Estimate costs including shipping and handling?
- Show materials or services provided by outside sources?