

# SCV Education Foundation Teacher Innovation Grant Application Project/Program Proposal Narrative



A Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate competing request proposals.

The Project Proposal Narrative shall be limited to a three (3) page response to Categories 1 through 4. One additional page shall be provided for Category 5, the line-item budget. Project Proposal Narratives should be double-spaced, in 12 -point font, with 1" margins. You may include one additional page of information such as pictures of items, citation to enhance your request, distributor quote, etc.

## **Categories for Narrative**

1. Provide a statement on how this project/program enhances or expands teaching and learning
  - Provide detailed description
  - Provide description of project/program need
  - Provide information on what is unique and innovative about proposed project/program
2. Proposed Project/Program Goals and Objectives
  - State the specific objectives you hope to accomplish
  - Use measurable terms
  - State how program/project will be sustained for multiple year use
3. Describe how you intend to evaluate the project
  - Include benchmarks.
4. Timeline for implementation and evaluation
  - Use specific benchmarks
5. Line-Item Budget
  - Attach a line-item cost for proposed request
  - Proposed budget should not exceed \$1,500
  - Sample budget sheet enclosed for your assistance. Created in excel.
  - Tax and shipping should be included in the budget
  - Please include name of distributor/manufacturer and web address
  - If you are ordering through Amazon, please make a gift registry and include the name along with a link.

Your application should include the following:

- Grant Application Cover Sheet
- Project Proposal Narrative
- Budget
- Additional Information (Optional) – limit to 1 additional page

**Application Deadline:** Grant applications are accepted all year long but are considered in July and December for funding. To be considered in July, applications must be received by June 30<sup>th</sup> and implemented in the Fall semester. To be considered in December, applications must be submitted by November 30<sup>th</sup> and implemented in the Spring semester.

**Please review the scoring rubric to ensure that all criteria are met. Please submit applications via mail or email. When sending via email, please scan and send in one attachment.**

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