

ABC/25 Foundation Teacher Grant Proposal Checklist

Completed ABC/25 Foundation Teacher Grant Proposals should include the following components. *(This checklist is provided to help ensure a complete proposal is submitted. The checklist itself does not need to be submitted with the proposal.)*

- Cover Sheet - Register your Grant proposal and obtain a cover sheet
 - The cover sheet is automatically generated once grant is registered online. A pdf copy will be attached to an email confirmation that your cover sheet was successfully registered.
 - Include the completed cover sheet signed by your principal with your proposal.
 - If multiple grant proposals are to be submitted, **EACH** must be registered in order to obtain a coversheet
 - If applicable, attach Tech 25 approved quote
- Proposal Summary – please include all fields at the top of the Proposal
- Proposal Narrative
 - Use 12 pt Arial Font, one inch margins, single spaced, plain white paper, no clip art
 - Page limit = 1, not including financial summary and relevant attachments.
 - Respond to all required questions.
- Financial Summary
 - Page limit=1, may include vendor quotes
 - Proposal Budget should not exceed \$1500 for a KWB grant. Proposal budgets should be \$1,500-\$3,000 for a ME Grant
 - OCTOBER 4TH** - Deadline for Tech 25 Quote Review
- Relevant Attachments (optional)
 - Examples include product descriptions, helpful links or pictures that help illustrate how a product is used. Please no product reviews.
- Attend Grant Writing Workshop(optional) - September 12, 2017
- Submit Proposal - Please submit **1 printed copy** of your proposal, all attachments, and coversheet paper clipped together to Dr. Bein's office at **Central Administration 1200 S. Dunton by 4:00 PM, Friday, OCTOBER 12th**. There will be no exceptions to this deadline.

DO NOT IDENTIFY THE SCHOOL, MASCOTS, OR INDIVIDUALS when preparing the grant ANYWHERE on the grant application (including vendor pages).

Key Dates:
October 4th – Deadline for Tech 25 Quote Review
October 12th – Deadline to submit Grant Proposals
November 14th – Grant Selection Meeting
December 3rd– Grant Selection Notification is mailed.