**2019 Individual Schools Grant Application Questions**

**Proposal Summary**

**In two sentences or less summarize the purpose of this proposal.**

**Demonstrated Need**

**In two or three brief paragraphs, describe the problem, challenge or opportunity your project is seeking to address and why your proposed solution is the most effective. Include any relevant research or evidence (academic, market or third-party evaluation) that supports your assertions.**

**Target Beneficiaries**

In a brief paragraph, describe the target population (e.g. student grade levels, numbers of students directly/indirectly impacted, geographic area, race, ethnicity, socio-economic status) and how they were involved in the planning of the project.

**Project Description**

In three or four brief paragraphs, identify the overall goal(s) of the project and explain what the Foundation’s funding would be used to support. Include how this project connects with other initiatives within the school and/or district and any internal or external partners with whom you anticipate working with on this project.

**Implementation Plan**

**Describe the timeline for implementing this project. When will the work begin, what are the major milestones and deliverables and when will the work be completed? *You may use a bulleted format, if useful.***

**School Capacity**

**In one to two brief paragraphs, describe the school leadership team’s relevant prior experiences, accomplishments, and its capacity to successfully implement this project.**

**Challenges**

Identify the primary internal and external challenges you may have with achieving your project goal(s). For each challenge, explain the strategies you will implement to mitigate the risk to the project’s success.

**Sustainability**

**In one brief paragraph, describe if and how you will sustain the project after the grant period.**

**Expected Outcomes**

Consider the key expected outputs and outcomes of this project.  As a reminder, outputs are the activities you undertake as part of your grant.  They are products, goods, or services that you (or your partners) create or deliver.  Outcomes are the impacts or changes in the world that you intend to achieve through your outputs. Please select those metrics that you feel are most relevant and important to the success of this grant, with a maximum of 10 outputs and 5 outcomes. You must be able to demonstrate anticipated outcomes within the project timeline.

*Each output and outcome should be listed separately and include 5 pieces of information.*

1. WHO (the person(s) conducting the activity or the group for which outcomes will occur)
2. Will do WHAT (the activity conducted or the result to be achieved)
3. HOW MUCH (a specific target)
4. BY WHEN (the timeline for completion)
5. HOW WILL WE KNOW (the strategy for measuring whether the goal was met)

*For example:*

*Output: "By January 2016* *(BY WHEN), my organization will hold 30 training sessions (HOW MUCH, WHAT) attended by 50 educators (HOW MUCH, WHO), as measured by attendance records.” (HOW WE KNOW)*

*Outcome: “By June 2017 (BY WHEN), at least 80% (HOW MUCH) of the placed teachers (WHO) will be rated as strong or exemplary by their principals (WHAT), as measured by an internal principal survey instrument.” (HOW WE KNOW)*

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| --- | --- |
| Output 1 | Outcome 1 |
| Output 2 | Outcome 2 |
| Output 3 | Outcome 3 |
| Output 4 | Outcome 4 |
| Etc. *(maximum of 10 outputs)* | Etc. *(maximum of 5 outcomes)* |

**Proposed project timeline**

*Grant activities should not plan to start before May 2019. Grants may extend a maximum of two school years.*

* Approximate start date: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Approximate end date: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Budget**

*Tier 1 grant proposals can request up to $225,000 per year; tier 2 grant proposals can request up to $100,000 per year.*

Please use this [budget template](http://www.kauffman.org/~/media/kauffman_org/grants/emkf_grant_budget_worksheet.xlsx) to articulate the proposed project budget, including a detail of Kauffman Foundation funding, as well as any other sources of funding for this project (which may include school funds). The sum of the line item categories under “Kauffman Budget” should equal this grant request.

* Grant amount requested: $\_\_\_\_\_\_\_\_\_\_\_
* Total project budget *(including funds from any other sources, which may include school funds)*: $\_\_\_\_\_\_\_\_\_\_\_