

PTF Grant Proposal Checklist

Please address **each** point and answer **all** questions. Applications need be only a page or two in length to cover all the needed information.

Please return this form with your application.

FOR OFFICE USE:

Application No. _____

Liaison _____

Action Taken _____

Applicant Information

- a. Name(s) of applicant(s)
- b. Title, position, or relationship to Blanchard Elementary School
- c. Address (where correspondence can be sent) and telephone number (day and evening)
- d. Email address, if available
- e. Date of application

Project Information

- a. Project title and brief description
- b. What is the enrichment value of the project? Are there long-term benefits?
- c. How many students will benefit from the project?
- d. Has this grant ever been requested before?
- e. If the request is for "seed money", what measures are in place to ensure the project's continuity?
- f. What is the projected time frame? When will the project begin?
- g. Is there relevant information or materials that might be of interest to the review committee? If so, please include it with the proposal.

Financial Information

- a. What is the total amount of the grant request?
- b. What are the detailed costs involved? Please provide an itemized account (include shipping if applicable).
- c. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
- d. If full funding is not granted, how will partial funds affect the success of your proposal?
- e. What is the schedule for disbursement?
- f. What is the name of the person, organization, or company to whom/to which funds will be disbursed? Please include a mailing address.

Evaluation

- a. How will you evaluate the success of this project? What criteria will you use?
- b. What input will students and teachers have in the evaluation?