

**2019-2020 P-12 Professional Development**

**Outreach Project Template**

**Directions:** Please provide all requested information. Place text in the “type here” boxes.Expand cells, as needed. **Please refer to Announcement/Guidelines for more information.**

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| **1. Cover Sheet**  Directions: Proposals must include all required signatures. |
| **PROJECT TITLE:**  **CENTER PARTNER DISTRICT:**  **PROGRAM ADMINISTRATION:**  **Principal Investigator (PI):**  Printed name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School Name:  School Address:  Telephone:  Email:  **Co- Principal Investigators (Co-PI):**  Printed name: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed name: Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **District Authority:**  Printed name: Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: Telephone:  Superintendent’s Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendation of Center Research/Professional Development Committee:**  Score: \_\_\_\_/120  Approved \_\_\_\_\_ Denied \_\_\_\_\_\_  Comments/Suggested Revisions:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Jane Brandis Date**  *Center of Excellence P-12 Professional Development Outreach Project Committee Chair* |

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| **2. Principal and Co-Principal Investigators’ Previous Experiences**  Directions: Describe the PI’s and any Co-PIs’ previous experiences working with children of poverty or teachers of children of poverty. | | | | **Weight**  (5) | |
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| Reserved for Reviewers Comments Only: | | | | | |
| 1  Missing feature and/or  Quality issues and/or many questions remain | 2  Missing feature/  acceptable quality/some questions remain | 3  All features/a few quality issues/a few questions remain | 4  All features/  Acceptable quality/minor questions remain | | 5  All features/high quality/no questions remain |

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| **3. Project Summary**  Directions: Provide 1-2 paragraphs that tell what the project is about and how it relates to the teaching and/or learning of children of poverty. | | | | **Weight**  (25) | |
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| Reserved for Reviewers Comments Only: | | | | | |
| 5  Missing feature and/or  Quality issues and/or many questions remain | 10  Missing feature/  acceptable quality/some questions remain | 15  All features/a few quality issues/a few questions remain | 20  All features/  Acceptable quality/minor questions remain | | 25  All features/high quality/no questions remain |

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| **4. Need Statement/Data/Supporting Research**  Directions: Provide a rationale for the project, include population data, and cite current research that supports the need for the project. Include sufficient background information to explain the project clearly to non-experts and be sure to specifically address the population of children of poverty that will be served by the project. For this section, you can insert data as tables or graphs and the literature cited (APA format) must directly or indirectly support the significance of the proposed project. | | | | **Weight**  (10) | |
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| Reserved for Reviewers Comments Only: | | | | | |
| 2  Missing feature and/or  Quality issues and/or many questions remain | 4  Missing feature/  acceptable quality/some questions remain | 6  All features/a few quality issues/a few questions remain | 8  All features/  Acceptable quality/minor questions remain | | 10  All features/high quality/no questions remain |

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| **5. Project Goal(s) and Objective(s) and Expected Outcome(s)**  Directions: Use the provided table to identify project goal(s), clearly aligned objective(s), and expected outcome(s) that directly relate to the teaching and/or learning of children of poverty. Provide a detailed explanation of the importance of each goal and duplicate the table for multiple goals, as needed. | | | | | **Weight**  (10) | |
| **Goal #1:** | | | **Explanation of the Importance of the Goa**l: | | | |
| **Objectives aligned to this goal**: | | | | | | |
| **Expected Outcome of this goal**: | | | | | | |
| **Goal #2, *if applicable*:** | | | **Explanation of the Importance of the Goa**l: | | | |
| **Objectives aligned to this goal**: | | | | | | |
| **Expected Outcome of this goal**: | | | | | | |
| Reserved for Reviewers Comments Only: | | | | | | |
| 2  Missing feature and/or  Quality issues and/or many questions remain | 4  Missing feature/  acceptable quality/some questions remain | 6  All features/a few quality issues/a few questions remain | | 8  All features/  Acceptable quality/minor questions remain | | 10  All features/high quality/no questions remain |

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| **6. Activities/Methods/Strategies and Plan of Evaluation**  Directions: **Use the provided table (one per goal) to identify the methods/activities planned to help you accomplish each objective. Show the schedule of every activity you must undertake to establish, implement and evaluate each objective, and be sure to provide specific dates as much as and whenever possible. Specify the assessment(s) that will be used to measure the success of each objective. Duplicate the chart for multiple goals, and only complete the Outcomes section at the completion of the project (on or before May 1, 2020).** | | | | **Weight**  (50) | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Goal #1** (from previous section): | | | | | | | | **Activities and Description:** What activities are planned to help you accomplish the objective? Include a short description of each.  **Weight** (20) | | **Timeline:** When will each activity occur? Specific dates are strongly encouraged.  **Weight** (10) | | **Planned Assessment of Student Outcomes:** How will you assess the objective for the student? Provide the specific assessments that will be used to measure the success of the objective.  **Weight** (20) | | **Outcome(s)**:  **COMPLETE AT PROJECT CONCLUSION ONLY (On or Before May 1, 2020)**  Report the outcomes of each activity. Specifically report the degree to which the goal/objective was met as measured by the Assessments. | | Objective 1: | **Activity/Methods** | | **Schedule/ Timeline** | | **Assessments** | **Outcomes**  ***COMPLETE AT CONCLUSION OF PROJECT*** | | Objective 2: | **Activity/Methods** | | **Schedule/ Timeline** | | **Assessments** | **Outcomes**  ***COMPLETE AT CONCLUSION OF PROJECT*** | | Objective 3: | **Activity/Methods** | | **Schedule/ Timeline** | | **Assessments** | **Outcomes**  ***COMPLETE AT CONCLUSION OF PROJECT*** | | | | | | |
| Reserved for Reviewers Comments Only: | | | | | |
| 10  Missing feature and/or  Quality issues and/or many questions remain | 20  Missing feature/  acceptable quality/some questions remain | 30  All features/a few quality issues/a few questions remain | 40  All features/  Acceptable quality/minor questions remain | | 50  All features/high quality/no questions remain |

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| **7. Budget Summary and Justification Form**  Directions: Provide a budget summary, complete the budget request and justification chart. Be sure to describe the specific purpose of requested funds for items listed in the budget and to allow for sales tax and shipping. | | | | **Weight**  (10) | |
| |  |  |  | | --- | --- | --- | | **Budget Summary:** | | | | **Line Item** | **Requested Outreach Project Funds** | **Budget Justification** | | **Salaries** |  |  | |  |  |  | |  |  |  | | **Equipment** |  |  | |  |  |  | |  |  |  | | **Materials/Supplies** |  |  | |  |  |  | |  |  |  | | **Travel** |  |  | |  |  |  | |  |  |  | | **Other *(Explain)*** |  |  | |  |  |  | |  |  |  | | **In-Kind Contributions (if any)** |  |  | |  |  |  | |  |  |  | | **TOTAL PROJECT COSTS** |  |  | | | | | | |
| Reserved for Reviewers Comments Only: | | | | | |
| 2  Missing feature and/or  Quality issues and/or many questions remain | 4  Missing feature/  acceptable quality/some questions remain | 6  All features/a few quality issues/a few questions remain | 8  All features/  Acceptable quality/minor questions remain | | 10  All features/high quality/no questions remain |

**Submit proposal package by August 15, 2019:**

Via email to: Jane Brandis, Center P-12 Professional Outreach Project Grants Committee Chair at [jbrandis@fmarion.edu](mailto:jbrandis@fmarion.edu) **or**

Via mail to: Outreach Project Proposals, Center of Excellence, 520 Francis Marion Road, Florence, SC 29506.

***\*\* All proposals must be received no later than 4:00 p.m. on August 15, 2019. Any proposal received after this date/time will not be considered for funding!***