## WYOMING EDUCATION TRUST FUND GRANT APPLICATION

## COMPETITIVE GRANT REQUIREMENTS

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Applications for innovative education grants from the Wyoming Education Trust Fund must be submitted using the template provided. Each section is to be no more than one page with a font of not less than 10 points. Applications must include the following:

1. COVER PAGE (includes assurances)
   1. Constitutes the top page of the project
   2. Includes a contact person and a superintendent/agency head
2. ASSURANCES (on cover page)
   1. Must be submitted by all applicants
   2. Must include signature of District Superintendent
3. ABSTRACT
   1. Provides a specific project description
   2. Conveys scope and essence of project in a clear, concise manner
4. STATEMENT OF NEED
   1. Based on valid data/existing curriculum gaps
   2. Includes a history of the project, if appropriate
   3. Indicates a compelling project
5. POPULATION
   1. Population which will be served in project is identified
   2. Provides rationale for selecting the population
6. COMMUNITY INVOLVEMENT/COORDINATION
   1. This section includes parents and/or community members
   2. This section shows collaboration among education, government, business and other agencies
   3. This section demonstrates any means by which project may be sustained following the grant period
7. PROJECT GOALS
   1. Goals are clear, concise and concrete, i.e., “SMART” goals
   2. Goals are appropriate to the project
8. MEASURABLE OBJECTIVES
   1. Objectives must relate to project goals
   2. Objectives must be student-learning centered
   3. Objectives must be measurable
9. ACTIVITIES
   1. Activities must be instrumental in meeting objectives
   2. Activities show how the project is aligned with the intent of the grant by addressing one or more of the following areas:
      * Curriculum;
      * Development opportunities;
      * Operational initiatives;
      * Administrator and staff development and improvement programs;
      * Acquisition of technological equipment;
      * Applied science and technology programs;
      * Technical preparation programs;
      * Evaluation programs and/or;
      * Public early childhood programs.
10. TIME LINES
    1. Timelines must be realistic within grant period
    2. Timelines should be written for objectives and activities to achieve goal(s)

1. EVALUATION
   1. Evaluations must be included for each objective
   2. Evaluations must be comprehensive
   3. Evaluations must indicate expected results
   4. Evaluations must show how assessment data will be used
   5. Evaluations must identify measurement tool(s)
   6. Evaluations must be submitted with the required self-evaluation at the end of the project
2. DISSEMINATION OF RESULTS
3. Results shall be disclosed to local and state interested groups
4. Results shall state by what means or media
5. BUDGET NARRATIVE/SUMMARY
6. Budget summary supports goals, objectives and activities
7. Budget summary indicates purpose and destination of travel
8. Budget summary identifies equipment, if appropriate
9. Budget summary provides explanation for each budget line item
10. BUDGET ACCOUNTING STRUCTURE
11. Budget accounting structure is distributed categorically in appropriate expenditure/accounting codes
12. Budget accounting structure must equal overall budget totals
13. Budget accounting structure is allowable by law
14. Budget accounting structure - or if no budget is submitted, the grant application will not be considered
15. JOB DESCRIPTIONS
16. Job descriptions indicate strong personnel leadership
17. Job descriptions support goals and objectives
18. Job descriptions carry out designated activities
19. CONSORTIUM AGREEMENTS – not scored
20. Consortium agreements must be included if the applicant is a consortium
21. Consortium agreements must include participation of at least one public district/school
22. Consortium agreements name the public school district acting as fiscal agent
23. INNOVATION
24. Describe how this project is innovative in nature
25. Describe how the innovation(s) will assist students in meeting the Wyoming Content and Performance Standards

**The Applicant:**

1. Must comply with font, space and length requirements stated above
2. Must use the grant application template
3. Should not submit unspecified attachments
4. Should spell check
5. Should grammar check
6. Should use consistent verb tense and active voice
7. Must supply five copies of the application and one with original signatures by 5:00 pm on the deadline date
8. Must obtain required signatures
9. Must not include the RFP with the proposal
10. Must not submit faxed or electronic copies

**Successful Applicants:**

1. Must complete required Evaluation report
2. Must utilize assessment results for program improvement