

**Grant Proposal Development**

 **Project Idea Worksheet (PIW)**

1. Describe the population to be served: Include target population and number to be served.

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1. Documentation of need: What evidence is there that supports the need for the project?

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1. Research of the literature: List all current publications that address the same need and support the project idea. Is there something that you would like to replicate from another college or part of the U.S. or world?

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1. Project Goal: What is the goal for this project?

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1. Project Objectives: State in measurable terms, what are the project objectives?

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1. Expected outcomes: What are the anticipated results as they relate to the objectives?

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1. Activities: Outline the activities to be conducted to reach the project objectives.

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1. Steps of the process: What steps or methods will be used to carry out the project activities?

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1. Timeline: Develop a schedule for carrying out the project.

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1. Estimated budget: Itemize and total funds.

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1. Institutional resources: List resources, facilities, services the institution will provide for the project.

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1. Project Director or Principal Investigator: Suggested name the responsible person for carrying out the project and list credentials.

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1. Uniqueness of the project: What makes this special and different?

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1. Evaluation: There are two types of evaluations included in the proposal.Formative evaluation is a part of the implementation plan which includes methods to evaluate program progress. Summative evaluation measures achievement of the outcomes.

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1. Collaborations: List internal partners and external partners – agencies, individuals who will contribute to the project and how.

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1. Link the funding source purpose and priorities: How does this project serve the funding source’s interests and meet their priorities?

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|  Student Services Representative: |
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|  Other: |
| **Content expert(s) within college:**Faculty:Managers:Support Staff: |
| **Content expert(s) outside of college:** |
| **For Resource Development Office Use****Date Received: Staff Assigned:** |

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