

**CRA Direct Grants to Educations Application Form**  
(Project Control Number – to be assigned by CRA: \_\_\_\_\_)

I. Contact Information:

Project Title: \_\_\_\_\_

Participating School: \_\_\_\_\_

School District/Agency: \_\_\_\_\_

Name of Project Leader (s): \_\_\_\_\_

Address: \_\_\_\_\_

City/Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Co-Project Leader: \_\_\_\_\_

Tax ID#: \_\_\_\_\_ (Note, if project is funded, this # will be required to issue payment.)

Project Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_  
(Note – Project Start Date will be contingent upon receiving notification to expend funds from USDA. Grant will be set up on a reimbursable basis.)

**(Refer to Application Directions on pages 10-13 of this RFP to answer the following questions. Use the electronic template or submit your responses attached to this Application Form)**

- II. Executive Summary (max 250 words, or less)
- III. Budget Worksheet (attached to RFP)
- IV. Budget Summary:  
For Grant Year \_\_\_\_\_ to \_\_\_\_\_

	<u>Requested Grant Funds</u>
Professional Staff/Costs	\$ _____
Travel	\$ _____
Materials/Supplies/equipment	\$ _____
Computer Costs (\$2,500 or less)	\$ _____
Other	\$ _____
Indirect Costs (if applicable)	\$ _____
Total:	\$ _____

- V. Budget Narrative
- VI. Letters of Support (please attach)
- VII. Project Need (max 250 words)
- VIII. Project Description (max 500 words)
- IX. Partnerships, Roles and Commitments
- X. Outreach Plan
- XI. Evaluation Plan
- XII. Project Leader(s) Vitae/Resume (please attach)

**Required approvals to accompany Direct Grants to Educators Application.**

Project Leader	Date
School Principal/Administrator	Date
CRA Campus Director	Date
Project Co-Leader (School District/Agency Representative)	Date

## Direct Grants to Educators Application Outline and Directions

- I. Contact Information: Please fill out this section completely. A CRA project control number will be assigned by CRA. This information is necessary to contact the applicants and prepare grant payments for successful applications. It is very important to include complete names, addresses and other requested contact information to ensure proper payments. A tax identification number will be required if your proposal is selected for funding.
- II. Executive Summary (max 250 words, or less): This section must include a brief description of the project; who is participating; where it is being completed and within what grade levels. It should indicate the category or subject matter the project deals with (i.e. Math and/or Science in the context of Natural Resources education); and how students will be engaged in scientific and/or mathematic processes.
- III. Budget Worksheet (attached to RFP): A well thought out, realistic budget is an important factor in the grant evaluation. Completely fill out worksheet and attach to application. Do not show matching or in-kind contributions on this worksheet. Please completely list all planned expenditures.
- IV. Budget Summary: Fill out requested information in this section on the Application Form.
- V. Budget Narrative: Please list each figure on your budget sheet, describe what it will be used for, and explain how you calculated the amount.
- VI. Letters of Support (please attach) Each application must be accompanied by two letters of support; one letter from the CRA extended campus director and one from the participating secondary school principal/administrator. These letters must be on official letterhead and must demonstrate an understanding of and support for the project and project leader(s) and must specifically outline the level of support for the proposed project.
- VII. Project Need (max 250 words): The “WHY” of the project. This section must describe the need for this project. Include how the proposal meets the needs of students, the community, under-represented groups and the needs of Alaska in general. Emphasis will be on the utilization of the Alaskan environment, natural resource education and/or “subsistence agriculture”. Describe the target population, include student ages or grade levels, special needs or characteristics, number of students expected to participate and how other community members will also benefit from the project. Indicate if this project also addresses an identified need of the community.
- VIII. Project Description (max 500 words): This section details the “WHAT, WHEN and WHERE” of the project. List the project goals and objectives. (Think of goals as the different things you want to accomplish on the project, i.e. what will the successful project look like? Objectives are the measurable steps you will need to take to accomplish each goal and will be described as the activities you will undertake.) Show how project is aligned with the Mathematics and Science Content Standards (<http://www.educ.state.ak.us/ContentStandards/home1html>) and how the project addresses the Alaska Standards for Culturally Responsive Schools (<http://www.ankn.uaf.edu/standards/>). In what ways will the project promote students’ understanding of mathematics and scientific concepts in the context of phenomena present in Alaska or their region? Indicate if this project

will result in the award of class credits and if not how the project relates to the higher education objectives of this program. Include a clear project timeline that lists all project activities. Include any expected impacts this project will have on the local community.

- IX. Partnerships, Roles and Commitments: “WHO” is involved with this project. List participating educators and other leaders. Each project should designate one person to be the Project Leader who must meet the Eligibility Requirements previously outlined in this RFP. Each project must also list a second project leader at the School District/Agency level. CRA encourages the use of “project teams” consisting of two or more educators who will provide feedback and suggestions for project improvement, and who will assist one another in learning new skills related to the project. Outside partnerships are encouraged and may include community leaders, business-persons, university or agency personnel, and elders. Any financial and/or in-kind matching funds should be listed in this portion of the application. (*Example of matching funds: Supplies - Office supplies such as paper, pens and pencils, diskettes, laser printer cartridges, staples, and file folders for this project are estimated at \$75.=Matching Funds: \$. \$75 from \_\_\_\_\_ . In-kind: 8 hours of volunteer time @ \$10/hr\*2 days...*). Describe briefly each person’s qualifications. Plan for creation of an active partnership with another teacher who is new to science/math/natural resource education grants either in your school or in another Alaska School. This partnership may either provide you with project expertise or might include a mentoring relationship.
- X. Outreach Plan(250 words or less): Describe how you will “SPREAD THE WORD” about your project and the results. Identify with whom you will be working. How will your project be shared with CRA, other teachers, schools and districts? If electronic media is to be used, i.e. CD’s, DVD’s, websites, etc., please describe. The quality or sophistication of your Internet access will not be used as a factor in project selection. However, we encourage you to include this project on your school and school district’s web pages, and CRA will provide a link to your school’s project on the CRA USDA Higher Education project web page (<http://www.ruralalaskaeducation.org/>)
- XI. Evaluation Plan (250 words or less): How do you measure the “SUCCESS” of your project. Explain how you will ensure that you are meeting the goals and objectives of your project. Include how you will measure and/or document both student involvement and student achievement in Math, Science and/or Natural Resource education. Also describe how you will document or measure the impact of the project on the local community. Evaluation plans may be quantitative and/or qualitative and may include for example, evaluation tools, observation or outside consultation.
- XII. Project Leader(s) Vitae/Resume (please attach): Please attach Project Leader(s) vitae/resume (not more that 2 pages) with your application. Co-Project leaders should also submit their resumes/vitae with application. If there are other project partners that bring a special expertise or experience to the project, you may also include a 1-page resume for them.