TPS Eastern Region Project Proposal Guide

Please use the following guidelines when drafting your project proposal.

**APPLICANT DETAILS:**

* Organization name
* Official Organization address (to be included in Funding Agreement)
* SAM Registration Number (Access/register at [www.sam.gov](http://www.sam.gov))
* Congressional district where organization is located. (Locate district at [www.house.gov](http://www.house.gov))
* Organization’s educational programming experience
* Brief description of organization’s grant management experience
* Name and email of person submitting the grant proposal

**PROJECT DESCRIPTION:**

* **Project Title:**
	+ Include a descriptive title for your project
* **Project Leader Contact information**
	+ Project leader name
	+ Project leader title
	+ Project leader email
* **Indicate Project Leader’s TPS Professional Development Experience**, based on below options:
	+ None to date, but willing to enroll. Please send contact information
	+ Another member of the Project Team will participate. Please send registration information
	+ Previous participant in TPS professional development
		- Indicate year participated and where (i.e. Waynesburg University, etc.)
* **Rationale for your project**
	+ Address how the needs of the audience were identified and how the needs will be met
* **Project goals and objectives**
	+ Describe the goal(s) of the project – what outcome you hope to accomplish
	+ Describe the objective(s) of the project – what steps will be taken to accomplish stated goal(s)
* **Project Staff**
	+ Name and brief description of role each staff member will serve
* **Project Collaboration Partners**
	+ List individuals or organizations who will be working with you on this project
	+ List their roles within this project
* **Target Audience**
	+ Number and Types of participants to be reached
	+ Briefly explain the current relationship that exists with the target audience
	+ Recruitment plan – How you will reach and recruit your target audience
* **Project Events and/or Products to be developed**
	+ How you will reach your goals and objectives
	+ Indicate the format (e.g., online, in person, etc.) you will use for training(s)
	+ Specify the TPS materials that will be incorporated
* **Project Outcome(s)**
	+ Indicate the expectations for participant completion
		- What will participants create?
		- What skills will be developed?
* What will be the overall result of this project?
* **Project Evaluation**
	+ How you will determine the success of this project
* **Project Dissemination**
	+ How you will share the outcomes of the project
* **Project Timeline**
	+ Download form [Project Timeline](https://www.waynesburg.edu/sites/default/files/2022-07/TPS%20Project%20Timeline%20Format-22_0.doc)
	+ TPS Grants operate on a Federal fiscal year (October 1 through December 31)
		- *Example: Federal fiscal year 2023 runs October 1, 2022 through December 31, 2023*
		- Quarters within the federal fiscal year are as follows:
			* Quarter 1: October – December
			* Quarter 2: January – March
			* Quarter 3: April – June
			* Quarter 4: July – September
* Complete and attach project timeline

**BUDGET**

* **Financial Contact Information**
	+ Financial Contact name
	+ Financial Contact email
	+ Financial Contact telephone number
* **TPS Funds Requested**
	+ Maximum request is $25,000
	+ Indicate amount requesting
* **Budget Narrative**
	+ Describe costs directly associated with implementing your proposed project
	+ Provide detail showing how the costs in each category were calculated
	+ Only Include costs directly associated with grant proposal
* **Project Budget**
	+ Download form [Budget template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.waynesburg.edu%2Fsites%2Fdefault%2Ffiles%2F2022-01%2FSample%2520Budget-%2520updated12132021.xls&wdOrigin=BROWSELINK)
	+ Complete and attach project budget
* **Sustainability**
	+ Describe how you will maintain the TPS project beyond the grant funding
* **Supporting Documentation**
	+ Attach documents that support the goals of the grant project
	+ Examples: letter(s) of support, vitae or biographical paragraphs of staff involved with proposed project, workshop agendas, advertisements, participant application forms, etc.