## Project Incentive Grant Cover Page

**Name of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Address**: **School Name + Address**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position at school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of additional personnel to be involved.**

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

**Summary**—one paragraph describing project:

**Amount Requested**: $\_\_\_\_\_\_\_\_\_\_\_\_\_ **Is project jointly funded?** \_\_\_\_\_\_\_\_\_

**Can grant still be administered if only partially funded by KAHPERD?** \_\_\_\_\_\_\_\_\_

If this request for a grant is funded. I understand I will be required submit a final report to the Grant Chair. In addition, I will submit a final budget with receipts. If project is not completed in the given time, the Grants Committee may request all money and equipment previously granted be refunded to KAHPERD. The recipient of a Project Incentive Grant must also write an article for the Journal regarding their grant.

**Signature of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

# **KAHPERD Project Incentive GRANT**

## PROJECT INCENTIVE GRANT PROPOSAL

**Kansas Universities and Colleges** may apply for grant money up to $1500 to provide unique opportunity to improve the state of the HPERD of KS. Applicant must be a KAHPERD member

All projects must be completed within one year from date of money awarded.

Applicants must include all information as described.

The grant application must be sent to the grants chair on or before the deadline of

**September 30th or February 1st via email to the grant chair.**

Complete applications should include:

I.          **Project Details**

Please limit this section to no more than 3 pages.   
 Use the headers below in your grant proposal.  
  
 A. Rational and Objectives  
   
 ⮚ *Provide the rationale for why the project is particularly important.*

⮚ *Identify precisely the need of the project and the population served.* ⮚ *Indicate the specific objectives of the project.*

* *Which professional standard will be addressed in this project?*

B. Outcomes   
   
 ⮚ *Describe the change you expect will occur as a result of your project.*

* *What will be the benefits to KAHPERD members or prospective members.*
* *Participation in the project: what incentive is there for participating? (college credit, staff development points, other?)*

C. Project Activities, Procedures and Timeline  
   
 ⮚ *Explain precisely and comprehensively the procedures/methods of the project—*

*how will the project be planned and implemented?*

* *Provide a timeline as to when each project activity will be completed.*

*Include starting date and completion date of project.*

* *Provide list of outside resources that may be used to complete the project*.

D. Evaluation Plan  
   
 ⮚ *How will you know you have achieved the desired outcome?*

⮚ *Explain procedures you will follow, instruments you will use, and criteria for success.*

II.        **Budget**

Detail all expenses.

Be specific, use brands, descriptions, quantities, shipping costs, model numbers, etc.

**Email grant to: Ursula Kissinger**

**ukissinger@tong464.org**

Grant applications are due to the Grants Chair before September 30 or February 1.

No late applications will be considered.

*Use attached rubric as a guide to complet grant application.*

#### KAHPERD Project Incentive GRANT

#### page 2

### **BUDGET REQUEST**

### Project Incentive Grant

|  |  |  |
| --- | --- | --- |
| **BUDGET ITEM**  *Itemize everything* | **TOTAL**  **REQESTED** | **NUMERICAL PRIORITY RATING** |
| A. Personnel (speaker, etc) : |  |  |
| B. Consumable materials (be specific- meals, snacks, flyers, etc.): |  |  |
| C. Travel (include rational) (who, where, why): |  |  |
| D. Equipment (include vendor, amount to order, cost of each) :  **(Keep all receipts & send with final report to Grant Chair)** |  |  |
| E. Technology: |  |  |
| F. Other Expenses: |  |  |

Include this projected budget with your application.

**If your grant is awarded, you will be required to: submit a W-9 form before funds will be given and submit actual expenditures including receipts with final report.**

#### KAHPERD Project Incentive GRANT

#### page 3

**KAHPERD Project Incentive Grant Evaluation Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Criteria** | **4** | **3** | **2** | **1** |
| **Application** | **The application is filled out according to the guidelines. All questions are answered thoroughly.**  ***10 points*** | **The application is filled out according to the guidelines. All questions are answered.**  ***8 points*** | **The application lacks some requested information.**  ***6 points*** | **The application does not follow grant guidelines.**  ***3 points*** |
| **Rationale/Objectives** | **Clearly identifies objectives in measurable terms.**  ***10 points*** | **Identifies objectives in measurable terms.**  ***8 points*** | **Attempts to identify measurable objectives.**  ***6 points*** | **Fails to identify measurable objectives.**  ***3 points*** |
| **Statement of Needs** | **Presents compelling evidence for why the project is important and the population it will impact.**  ***15 points*** | **Presents some evidence for why the project is important and the population it will impact.**  ***12 points*** | **Vaguely presents evidence for why the project is important and the population it will impact.**  ***9 points*** | **Does not present evidence for why the project is important and the population it will impact.**  ***6 points*** |
| **Procedures/Methods** | **Specifically outlines an action plan including activities, strategies and person(s) responsible for the project. Contains a realistic timeline.**  ***20 points*** | **Adequately describes most activities, strategies, and people responsible for the project. Contains a realistic timeline.**  ***16 points*** | **Attempts to describe activities and strategies that will be carried out to meet the objectives. The timeline is not realistic.**  ***12 points*** | **Fails to describe activities and strategies that will be carried out to meet the objectives. The timeline is missing or inadequate.**  ***8 points*** |
| **Evaluation** | **A plan is provided which realistically and specifically measures project objectives. Evaluation instruments are clearly explained.**  ***20 points*** | **A plan is provided which measures project objectives. Evaluation instruments are explained.**  ***16 points*** | **A plan is provided which will measure project objectives. Evaluation instruments are lacking or not explained clearly.**  ***12 points*** | **No evaluation components are identified.**  ***8 points*** |
| **Budget** | **Budget request form is completely detailed. Includes information about supply sources and the exact cost of items.**  ***15 points*** | **Budget costs are itemized. Most information about supply sources and item costs are included.**  ***12 points*** | **Some budget costs are itemized. Some supply sources and item costs are missing.**  ***9 points*** | **The budget lacks itemized expenses, supply sources, and item costs.**  ***6 points*** |
| **Overall** | **Project clearly supports the philosophy of KAHPERD. The project demonstrates creativity and/or innovation.**  ***10 points*** | **The project supports the philosophy of KAHPERD. The project demonstrates some creativity and/or innovation.**  ***8 points*** | **The project somewhat supports the philosophy of KAHPERD. The project shows minimal creativity and/or innovation.**  ***6 points*** | **The project does not support the philosophy of KAHPERD. The project lacks creativity and/or innovation.**  ***3 points*** |

#### KAHPERD Project Incentive GRANT

#### page 4