

# Grant Writing Assignment

INSTTECH 6237 Coordinating Technology in an Educational Setting

80 pts

	Possible Points	Earned Points
<b>PREPARATION DOCUMENTS</b>		
<b>Getting Started (8 points)</b>		
What it is and for whom	2	
Need for project	2	
Project objectives	2	
General budget	2	
<b>Developing Need Statements</b>		
Student needs identified	2	
Teacher needs identified	2	
Describe how needs were identified	2	
<b>Developing Project Activities</b>		
Clearly state program objective / expected outcome	4	
Describe the activities and who's responsible	4	
Comprehensive timeline is described	2	
<b>Grant Budget</b>		
Budget includes salaries, materials/equipment and support needed to complete the project	6	
<b>Evaluation Plan</b>		
For each objective, identify the instruments to be used and how the data will be evaluated.	6	
<b>Putting It All Together</b>		
Title Page	1	
Abstract	1	
General Overview	1	
Assessment of Needs	2	
Goals and Objectives	2	
Activities	3	
Personnel, Facilities and Budget	2	

Describe Formative Evaluation Process	2	
Describe Summative Evaluation Process	2	
<b>ACTUAL APPLICATION</b>		
Electronic RFP included (.pdf or URL)	2	
Written Actual Grant:		
Includes all parts required by RFP	10	
Well-written	10	
<b>Overall Quality of Grant</b>	5	
<b>Total</b>	80	

*Last Updated 3/18/12*