



## Imagine Professional Development Grant Application

**\*\*Please review *Imagine Grants Guidelines* before submitting your application.\*\***

### Grant Proposal Format Criteria

- Maximum of three pages, including provided cover sheet and budget.
- Pages should be typed, single-spaced, using one side only of each sheet.
- White 8 ½ by 11 paper with pages stapled and numbered.

### Cover Page

Cover page must be included and can be found on the ZEF website ([www.zionsvilleeducationfoundation.org](http://www.zionsvilleeducationfoundation.org)) under the “How We Do It” tab.

### Overview

A 1-2 sentence summary of the grant application must be provided. If the grant is selected, this description of the grant will be used for press releases and social media by ZEF. It is not to be a substitute for or a duplication of the description portion of the grant narrative.

### Narrative

Please address the following topics in your application. As a reminder, the Imagine Professional Development Grants rubric can be found on the ZEF website and will be used when evaluating applications.

- Description: provide a clear, complete description of the professional development opportunity. Please clearly state the grade level, topic, state standards, number of students impacted, and goals to be addressed with this project.
- Project activities: provide a thorough explanation of the activities the grant award will facilitate. Describe in detail how the activities produce the objectives stated in the proposal.
- Purpose: describe the purpose for this grant, your reasons for pursuing this experience or project, how it will impact students, and how it supports your individual and school corporation goals.
- Responsibility: identify the individual(s) involved in the grant and the role for each participant. Be sure to clearly identify the individual responsible for project execution, financial accountability, and final report submission once the project is funded.
- Budget: submit a detailed, itemized budget for all costs associated with your grant. Simple tables or spreadsheets with grand total are encouraged but not required. Any funding available or secured from other sources should also be identified and explained.

- Evaluation and follow up: include a timeline for the completion of the ZEF Imagine Grant Final Report (due within 30 days after completion of the grant) and describe any plans to share the knowledge you acquire with your colleagues at ZCS. Failure to submit a Final Report to ZEF disqualifies the project leader from consideration for future grants.

### **Additional Information and Assistance**

For help with any aspect of the grant application process, please contact:

Lyle Browne, ZEF Executive Director, 317-733-4805, lbrowne@zcs.k12.in.us

Jane Louiso, ZEF Grants Committee Chair, janelouiso@yahoo.com

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