

# Technology in Schools Program Guidelines

To be considered, your Technology in Schools Program request must include the following supporting documents:

- Proposal Narrative
- Project Budget
- Bids/Estimates
- Support letter from your school site's Principal or Superintendent

The deadline to apply for the 2019/2020 school year is April 30, 2019. Notifications will be sent by email no later than July 31, 2019.

Funding awards will typically range from \$5,000 - \$15,000

## **Proposal Narrative**

Limit your proposal to three pages maximum and include the following information:

### **Background**

Include a brief summary on your school's history and the students you serve, with specific socio-demographic information. Provide information on your current programs, activities, and accomplishments. Include details on current technology efforts and or programming.

### **Request**

Outline your project and include the scope of the project, the anticipated impact, the need or problem your project works to address, and the anticipated life span of the technology components. Describe whether this project is new, ongoing or an expansion of a current program and your target audience. Summarize the skills and relevant experience of key staff that are essential to the project's success. Include any additional resources that have been committed to the project and describe any current limitations.

### **Additional Information**

For the purposes of evaluating the request, we'd also be interested in knowing:

- How will you plan to maintain the technology equipment?
- Why is this request of value to your students?
- How do you plan to evaluate the effectiveness or impact of the project or program?

**Project Budget**

A project budget is required with all requests. You may use the format provided or create your own. It must include and identify any income sources, expenses, and total costs.

**INCOME**

*Possible categories: Government grants, other foundation grants, individuals, business support, events, fees for service, etc.*

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
<b>TOTAL INCOME</b>				

List the In-Kind (non-cash) contributions: \_\_\_\_\_

**EXPENSES**

*Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.*

Item	Total Project (\$)	This Request (\$)	Notes
<b>TOTAL EXPENSES</b>			

**Bids/Estimates**

Include bids and/or estimates as they relate to the request that are based on the budget figures provided.

**Support Letter**

Each request is required to include a letter of support/acknowledgement from the school's principal, head of school, or superintendent. The letter must be on school or district letterhead.

*Funding is restricted to the purpose stated in the grant request and in accordance with the submitted budget. The Chumash Foundation Administrator must approve any modifications.*