

Grant Writing Assignment

240:237 Coordinating Technology in an Educational Setting

Name: _____

Criteria	Possible Points	Earned Points
Form 6.1 Grant Proposal		
Cover Letter	5	
Introduction (Origins, Purpose, Philosophy, Highlights, School Information, Technology Status, Organizational Affiliations, Articles Published, Quotes)	10	
Needs Assessment Statement (Problem, Response, Needs Correlation, Evidence, Research, Meeting Needs Through Funding, Addressing Tech Plan)	10	
Goals and Objectives (Goals: Problem, Administrators, Teachers, Students, Parents; Objectives: Problem, Administrators, Teachers, Students, Parents)	10	
Functional Components (Administration and Staffing, Past Successes)	5	
Budget (Staffing, Staff Development, Contracted Services, Infrastructure, Future Sources)	12	
Implementation Plan (Justification, Benchmarks, Media/External Community)	8	
Actual Implementation Plan (Identified by year and month)	10	
Evaluation (Evaluators, Data Gathering Methods)	8	
Electronic RFP included (either as a file or URL)	2	
Actual Grant (It is assumed that the grant contains the contents of the Form 6.1 that you have already completed. This section will be graded for completeness based upon the grant's RFP)	0	
Includes all parts required in RFP (Only areas required by RFP will be graded)	15	
Overall Quality of Grant	5	
Total:	100	