

EASDEF GRANT PROPOSAL GUIDELINES

Please read instructions carefully before submitting your proposal via Google Form.

1. **Proposal Summary**

Your Proposal Summary should be about one paragraph and should include the amount of funding requested and give the most general description of the use that will be made of the funds.

2. **Background**

The Background should provide the EASDEF Board of Directors with an explanation of the problem that has created the need for the program that will be funded by the requested grant.

3. **Project Description**

The Project Description should give the EASDEF Board of Directors a detailed description of the program that will be funded by the requested grant. The description should explain the duration of time during which funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about.

4. **Project Timeline**

Using your Project Description; provide the EASDEF with a timeline that shows how/when funds awarded will be spent. If funds requested are for an event or field trip on a specific date, please indicate that as well.

5. **Budget**

*Provide the EASDEF with an itemized list or detailed table of all expected expenditures funded by this grant request. In bold, also indicate the **total funds requested**.*