INNOVATION FUND
IMPLEMENTATION GRANT APPLICATION

Please note that ALL Innovation Fund grant applications must be submitted through the Innovation Fund's online application site, http://innovationfund.fluidreview.com, by September 3, 2015. GOSA will **not accept** applications submitted in any other format (mail, email, etc.) or after the submission deadline. The following document provides the application questions for your reference only.

General Information
I. **Applicant Information**
   a. Address
   b. Federal Employer ID Number
   c. Contact Name
   d. Contact Role
   e. Contact Phone
   f. Contact Email/confirm email
   g. Alternate Contact Name
   h. Alternate Contact Role
   i. Alternate Contact Email/confirm email
   j. Alternate Contact Phone

II. **Project Information**
   a. Project Name
   b. Brief description of the program you would like to implement (3 – 4 sentences)
   c. Priority Area Addressed
   d. Estimated number of students/teachers/leaders your program will serve
   e. Grant Amount Requested

Executive Summary (5 points)
1. Provide an executive summary of your program (300 words or less). In your summary please include your program's mission, theory of change, the population your program will serve, and your program's goals and intended outcomes.

Similar Programs (5 points)
1. Describe other programs that are similar to your proposed program. These programs may address a similar need, work with a similar target population, or utilize a similar model. For each similar program listed, also describe:
   a. How your program differs from the program listed,
   b. What you can learn from this program, and
   c. What components of the program you will incorporate into your proposed program.

Alignment and Need (15 points)

1. Please explain how your program aligns with your selected Innovation Fund priority area. In your answer: (a) refer to GOSA's definition of the priority area, and (b) specifically address how your program matches this definition.

2. Describe the need for your program. In your answer: (a) provide data to support this need, and (b) discuss how implementing your intended program will address the need you described.

Goals and Evaluation Plan (15 points)

1. Describe 3-6 program goals. Your goals should be specific, measurable, attainable, relevant, and time-based (SMART). Please note that you must include at least three academic goals. Your SMART goals should include your intended outcomes.

2. Describe how you will measure your progress in meeting your program goals. Please be sure to include the data collection methods you intend to use.

3. Describe who will take responsibility for evaluating your program and why this person was chosen.*

    > *Please note, if you are awarded funds, you MUST use a portion of your grant funding to contract with an external evaluator. Therefore, your application must reflect that you have an external evaluator in mind. If awarded funding, you will need to provide GOSA with an executed contract and evaluation plan from this evaluator.*

Partnership Overview (20 points)

1. Describe each of your proposed partners,* including:
    a. The partner's mission,
    b. Your past and current relationship with the partner,
    c. How you will utilize each partner to implement the program, and
    d. How you will sustain each of these partnerships beyond the grant period.

2. Describe any other individuals or organizations that are critical for your success in implementing this program. Describe how you will establish (or how have you established) a relationship with them.

***Please note all proposed partners must submit a Letter of Commitment along with this section of the application.**

Capacity to Implement the Program (10 points)
1. Please describe your capacity to implement this program, including:
    a. Describe who will lead/facilitate the implementation process and why there were chosen as the grant lead, and
    b. Describe the other individuals (both within and outside of your organization) that will be involved in the implementation process.

2. Describe how you will ensure the individuals listed in sections a and b will have enough time to implement this program.

3. Provide your organization's previous experience in:
    a. Implementing programs aligned with your intended priority area(s) and/or implementing programs that successfully reached their intended outcomes, and
    b. Managing grants of a similar size.

*Please note that you must submit Resumes of Key Personnel as part of this section.

Implementation Scope of Work (20 points)
1. Please complete the **Innovation Fund Grant Scope of Work Chart.**

2. Describe any potential challenges you see in meeting the intended milestones and how you will address these challenges.

Budget (10 points)
1. Please complete **Innovation Fund Grant Budget Template** indicating how you will use your funds to implement this program.

2. Please complete a budget narrative, providing a description and rationale for each of the expenses listed above.

3. Describe how you will work to ensure that your organization has funding to sustain the program once the grant funding ends.