



INNOVATION FUND PLANNING 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 Plan (3 – 4 sentences)
- c. Priorities Addressed

Executive Summary (20 points)

Provide an executive summary of the program you would like to plan (300 words or less). In your summary please include:

- (a) A general description of the program you would like to plan,
- (b) The anticipated population your program will serve, and
- (c) A description of the potential partners or types of partners that could help you plan your program. (*Part c is not included in the 300-word limit.*)

Alignment and Need (25 points)

1. Please explain how your intended 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 planning your intended program will address the need you described.

Capacity to Plan (15 points)

Please describe your capacity to plan this program, including:

- (a) Describe who will lead/facilitate the planning process and why they were chosen as the planning grant lead, and
- (b) Describe other individuals (both within and outside of your organization) that will be involved the planning process.

***Please also attach letters of commitment and resumes of key personnel in this section.**

Proposed Plan (25 points)

1. Please describe the action steps you will take during the planning period and how these steps will ensure your program reaches the implementation phase.
2. Please complete the [Planning Grant Process Table](#). *(Please note that all planning activities listed in the table should reflect narrative in question one.)*

Budget (15 points)

1. Please complete the [Planning Grant Budget Template](#) indicating how you will use your grant funds.
2. Please complete a budget narrative, providing a description and rationale for each of the expenses listed above.
3. During the planning phase, how will you work to ensure that your organization has funding to implement the program once the plan is complete?