**OUS RFA #2013-01**

**Section IV – Grant Application Template**

*Instructions:*

*The cover sheet must be no longer than one page. Include all sections in your Application, in the order given. Italicized instructions and questions – including this paragraph – should be deleted from the your Application. Feel free to use more space than is provided to fill in answers, but do not exceed 8 pages in total, excluding cover sheet, budget page, and attachments. Reviewers greatly appreciate brevity, clarity, and context.* ***Please use Times New Roman font size 12****.*

**GEAR UP Cover Sheet for Sustainability Project Grant Application**

|  |  |
| --- | --- |
| **District Name:** |  |
| **Participating schools:** |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Project Contact:** |  |
| **Title:** |  |
| **Address:** |  |
| **Phone and Email:** |  |

|  |  |
| --- | --- |
| **Accounting Contact:** |  |
| **Title:** |  |
| **Phone and Email:** |  |

|  |  |
| --- | --- |
| **Authorized agent:** |  |
| **Title:** |  |
| **Phone and Email:** |  |

**OUS RFA #2013-01**

**Oregon GEAR UP Sustainability Grant Application Template**

1. **Program Abstract**

*Summarize your application in no more than 250 words. This summary will be used for web postings and other communications.*

1. **Needs to be addressed**

*In determining the need for the Program, the evaluation committee considers the following factors:*

* 1. *The impact of GEAR UP on the Eligible School.*
  2. *The components of GEAR UP that this sustainability project will address, and why these components are important to the Eligible School.*
  3. *A brief description of the GEAR UP components that are being sustained by means other than this Grant.*

*Cite references as appropriate.*

1. **Project activities and outcomes**

*Describe the Program activities to be supported by this Grant. Be specific in terms of the activities, goals, expected outcomes,* ***and how this will sustain GEAR UP in your community****. Address which of the 5 R’s that the activity will focus on.*

1. **Evaluation plan**

*How will you measure the effectiveness of the Program? Be as specific as possible.*

1. **School and district support**

*How will your school/district support this Program beyond the funding period? Include statements which outline the district/school support, relationship to other district initiatives, and commitment to maintaining this Program once the funds are no longer available.*

1. **Participating staff***Please list all staff (name, position) who will be involved in implementing this Program.*
2. **Partners**
   1. *List all community and other partners currently involved in your school and describe their involvement;*
   2. *List any partners you would like to engage in this Program and why.*

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**Oregon GEAR UP Sustainability Grant Application Template-Budget Summary Form**

*Please provide a complete summary and description of proposed expenditures. If requesting multi-year funding, please provide a budget for each year.*

**Year 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Categories | | Amount | Description |
| 1. Salaries and Wages |  |  |
| 2. Employee Benefits |  |  |
| 3. Travel |  |  |
| 4. Materials and Supplies |  |  |
| 5. Consultants & Contracts |  |  |
| 6. Other |  |  |
| 1. **Total Direct Costs:**   *(Sum of lines 1-6)* |  |  |
| 1. **Total Indirect Costs****[[1]](#footnote-1):** |  |  |
| 1. **Equipment (single items over $5,000)** |  |  |
| 1. **Scholarships/Tuition Assistance** |  |  |
| 1. **TOTAL REQUESTED**   *A + B+ C+D* |  |  |

**Year 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Categories | | Amount | Description |
| 1. Salaries and Wages |  |  |
| 2. Employee Benefits |  |  |
| 3. Travel |  |  |
| 4. Materials and Supplies |  |  |
| 5. Consultants & Contracts |  |  |
| 6. Other |  |  |
| 1. **Total Direct Costs:**   *(Sum of lines 1-6)* |  |  |
| 1. **Total Indirect Costs:** |  |  |
| 1. **Equipment (single items over $5,000)** |  |  |
| 1. **Scholarships/Tuition Assistance** |  |  |
| 1. **TOTAL REQUESTED**   *A + B+ C+D* |  |  |

**Year 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Categories | | Amount | Description |
| 1. Salaries and Wages |  |  |
| 2. Employee Benefits |  |  |
| 3. Travel |  |  |
| 4. Materials and Supplies |  |  |
| 5. Consultants & Contracts |  |  |
| 6. Other |  |  |
| 1. **Total Direct Costs:**   *(Sum of lines 1-6)* |  |  |
| 1. **Total Indirect Costs:** |  |  |
| 1. **Equipment (single items over $5,000)** |  |  |
| 1. **Scholarships/Tuition Assistance** |  |  |
| 1. **TOTAL REQUESTED**   *A + B+ C+D* |  |  |

1. Applicants requesting indirect costs in their budget are required to have an indirect rate agreement (or be in the process of applying for one) and must provide a copy of their agreement with the application. Moreover, the budgeted amount for indirect cannot exceed the lesser of the applicant agency’s indirect rate or 9.2%. [↑](#footnote-ref-1)