



GUIDELINES FOR PROPOSALS OF RBAEYC ACTION GRANT

A. Application Guidelines

1. All applicants must be current members of RBAEYC at time of application.
2. The Action Grant Funds Committee will accept proposals for consideration. Proposals must be completed, returned and postmarked by March 1, 2009. Exceptions depend on Board approval and available funds.
3. One proposal per agency/center/person will be accepted for the current funding year.
4. The Action Fund Grants Committee will make recommendations for acceptance to the RBAEYC Board at the spring board meeting.
5. Applicants will be informed by letter as to the Board's decisions.
6. Appropriate evaluation procedures and a detailed budget must be a part of the project. Action Grant Funds will be awarded after July 1, 2009. Projected money not used for the project must be returned to RBAEYC by July 1, 2010. Copies of receipts for expenditures are due by July 1, 2010.
7. Send all proposals to:
Action Grants Committee
PO Box 2136
Lee's Summit, MO 64063
8. The proposal must be in keeping with the purpose of RBAEYC as set forth in the By-laws
9. Recipients of Action Fund Grants must be willing to share grant writing and their proposals with the members of RBAEYC at the Spring Curriculum Conference and/or poster display at a RBAEYC program meeting.
10. Recipients of Action Grant Funds must be willing to serve as a RBAEYC committee member.
11. Recipients of Action Grant Funds may not be current voting RBAEYC Board members.

B. Selection criteria

Proposals selected for funding will be evaluated on the following terms:

1. Statement of need in relation to other proposals submitted.
2. Project design in terms of its potential for accomplishing stated objectives.
3. Consideration for creative or innovative ways to promote RBAEYC or the effect on the non-profit status of RBAEYC.
4. Budget items related directly to the proposed activities and support for the successful implementations of the proposed budget. Proposed budget reflects an appropriate use of RBAEYC funds. (e.g., large expenditures for equipment, salaries or food are not usually appropriate.)
5. Appropriateness of evaluation plan to determine if proposal is effectively completed and how it will be shared.

C. Format

1. The proposal should be no more than two pages (excluding the cover page and the budget page) in length. Be sure to respond to each section on the sample proposal. (See attached sheet #3)
2. The proposal must be typed.
3. Four copies of the proposal must be submitted. All copies are non-returnable.
4. Cover—See attached sheet #1.
5. Budget—See attached sheet #2.

Sample Cover Page

Submitted to the Chairperson of the Action Grants Committee

Project Title & Abstract (concise, descriptive, and as specific as possible. This will be used to guide the Action Grant Committee and for publicity purposes)

Applicant Name(s) _____

Applicants NAEYC Membership Number _____ Expiration Date _____

Place of Employment: _____

Position: _____

Work Address: _____

Work Telephone: _____

Home Address: _____

Home Telephone: _____

Email Address: _____

Date Submitted: _____

Signature of Applicant: _____

SAMPLE BUDGET

PROJECT BUDGET

A. Itemized Projected Income

1. Amount of RBAEYC funds requested \$ _____

2. Amount of funds committed or requested from other sources

List sources	Amount	Please check one	
		committed	requested
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

B. Itemized Projected Expenditures:

List all expected costs to be incurred.

- a. _____ \$ _____
- b. _____ \$ _____
- c. _____ \$ _____
- d. _____ \$ _____
- e. _____ \$ _____
- f. _____ \$ _____
- g. _____ \$ _____
- h. _____ \$ _____
- i. _____ \$ _____
- j. _____ \$ _____
- k. _____ \$ _____

Total \$ _____

(Sheet # 2)

SAMPLE PROPOSAL

TITLE OF PROJECT

PURPOSE OF PROJECT

What is the need for this project, including goals and strategies? What evidence is there that no duplication of this project is now taking place?

PROCEDURES

Describe how you plan to accomplish the goals. List specific tasks and the projected time line

RESOURCES

List resources needed to implement your project (human, material, financial, etc.) for which you have already received a commitment.

List additional resources needed to implement your project:
Note by each one where you seek to obtain the resources

List any communications or efforts to promote RBAEYC relating to this project.

List ways you might share this project.

EVALUATION

Describe the evaluation plan for determining the degree to which the goals of your project are accomplished