

PROPOSAL FORMAT: Special Programs

The proposal should be prepared and submitted in the format outlined below.

COVER -- Official "Application for Project Grant" (completed and signed).

A. ABSTRACT

One-page abstract of the proposal, highlighting the goals and objectives of the project, the content and format of the proposed activities, and the contribution of participating personnel.

B. PROGRAM DESCRIPTION

1. Relate the specific format of the program to the accomplishment of the programs objectives.

2. Centrality of the Humanities

Describe the employment of the humanities within the proposed program (e.g., will academic humanists be employed in areas such as program planning, implementation, evaluation?). Are the humanities, as defined by Congress, central to the proposed project?

3. Participating Personnel

Brief biographies for all participants in the program (both academicians and non-academicians) should be included here. These should be no more than one page in length, preferably only one paragraph, (with the possible exception of the Project Director's biography). For academic personnel, degrees and specific subject areas should be listed, along with current position title and any experience or interests which in some way relate to the project under consideration.

The nature and extent of the sponsor's prior planning activities are closely studied by the Public Committee in its review of the funding application. The members of advisory or planning groups should be identified and their specific contribution noted in the proposal.

4. Target Population and Publicity Measures

Detail the specific segment of the population for whom the proposed project is intended and detail those specific measures which will be used to reach the target population.

C. EVALUATION

All projects must provide for some appropriate form of evaluation, possibly written statements by a number of observers selected from the various constituencies or interest groups represented in the project, a narrative account of the proceedings by the project director, or a separate evaluation conference. Project evaluation might be based on a study of the results of audience questionnaires or on the examination of taped conference proceedings. One or a number of these and other methods may be employed. In all cases the aim of the evaluation procedure must be to assess how well the overall goals of the program have been met. Any unanticipated results should also be examined. Special expenses for evaluation should be noted in the budget.

D. BUDGET

In addition to completing the budget form included on the official "Application for Project Grant," the sponsor must here submit a brief but explicit description of each item, showing what is included in the cost estimate and how the amount was calculated. Refer to the section of the Application Guidelines headed: FUNDING PROGRAMS for additional details.

E. BACKGROUND ON THE SPONSORING ORGANIZATION(S)

The sponsoring organization(s) must here attest to non-profit status and delineate any specific interests and capabilities which have a direct bearing upon the accomplishment of the project's objectives. The sponsor(s) should also explain how the project fits into the overall program objectives and operations of the sponsoring organization(s). Previous experience in administering grants or in implementing related programs should be noted.