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**Grant Program**

**Final Proposal Application**

**Grant Cycle: \_\_\_\_\_**

1. Narrative
   1. Purpose

a. Grant theme(s)

b. Description

c. Need/rationale

* 1. Goals and assessment plan
     + 1. Goals
       2. Activities and timetable
       3. Assessment

1. Budget
   1. Budget Narrative
   2. Note on funding
2. Appendices
   1. Bibliography/reference list
   2. Curricula vita/ résumé
   3. Institutional letters of acknowledgement
   4. Disclosure statement
   5. Proposed Budget Report (Excel spreadsheet)

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| **Submission instructions** | |
| **Files** | **Format** |
| Completed Final Proposal Application to include:   * Narrative (section I) * Budget Information (section II) * Appendices (section III) | * MS Word * PDF * Excel (for budget form only) |
| **Submission deadline: 5pm EST on \_\_\_\_\_**  **Attach all files to a *single* email and send to grants@acsouth.edu.** | |

**Additional informationcan be found by visiting our grants website: https://www.acsouth.edu/grants**

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| **Title of project:** |
| Project abstract (250 words maximum, single spaced): |

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| --- | --- | --- | --- | --- |
| **PROJECT PARTICIPANTS**  **(Please add rows if necessary.)** | | | | |
| **Name** | **Title/s** | **Dept. or office** | **Office phone** | **Campus e-mail** |
| 1. Primary project lead: |  |  |  |  |
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**I. Narrative**

1. **Purpose of the project**

*This section should be no more than* ***five pages****. Format using single spacing, Times New Roman, font size 11 pt. or larger, and at least 1” margins. Please use the headings below.*

1. **Theme(s):** Mark the grant theme(s) your project addresses. Be sure to review the *ACS Guide for Grant Writers* for a definition of each theme.

Innovative Instruction Collaborative Curricula Diversity and Inclusion

1. **Description:** Describe the project in relation to the theme(s) indicated.
2. **Need:** Explain the need for the project, using evidence/data to support your rationale.
3. **Goals and assessment plan**

*This section should be no more than* ***five pages****. Format using single spacing, Times New Roman, font size 11 pt. or larger, and at least 1” margins. Please use the headings below.*

1. **Goals:** List and explain project goals; we are looking for alignment between your goals and the need for the project as described in point 1.c. above.
2. **Activities and timetable:** Outline the major activities for which you seek funding, the details associated with carrying them out, and the time periods for each (i.e., who will be doing what and when). Include a brief statement describing the professional qualifications of each person carrying out assigned activities.
3. **Assessment:** For each goal you identify above, describe the methods/instruments you will use to evaluate project success (e.g., noting that “a survey will be used” lacks adequate specificity).

Please note that ACS expects these to be measurable goals that are designed to produce tangible results. How will you know your project is successful? For example, if your project involves innovative instruction designed to improve student learning, what methods will you use to measure and demonstrate that improvement?

**II. Budget**

*This section should be no more than* ***two pages****. Format using single spacing, Times New Roman, font size 11 pt. or larger, and at least 1” margins.*

1. **Budget Narrative**

Provide categories, expenditures, and an explanation/justification for all aspects of your proposed budget. We are looking for alignment between your project goals (point 2.a. above) and funding requests. In addition, include your Proposed Budget Report in Section III.

1. **Note on funding:** Refer to the ACS Grants Guidelines on our website for information regarding fundable expenses and funding limits.

**III. Appendix**

1. A bibliography/reference list
2. An abbreviated curriculum vita/résumé for each participant (each no longer than three pages)
3. Letter(s) of acknowledgement from the institutional grant officer of each participating institution.
4. A disclosure statement: The project lead or relevant campus official should describe any other financial support for the project that will coincide with the timetable of the proposal (or indicate “not applicable”).
5. An itemized budget using the ACS proposed budget report template found here: www.acsouth.edu/grants. Note that you will need to submit actual expenditures for expenses upon completion of the grant cycle.