

# Guidelines for Submitting Proposals for Funding to the Arkansas Geographic Alliance

## 1. General Information

The goals of the Arkansas Geographic Alliance (AGA) are to: 1) increase geography training among Arkansas teachers, 2) promote increased geography awareness among Arkansas teachers, students, and parents, 3) develop geography materials for use in Arkansas classrooms, and 4) target education decision makers with outreach activities designed to promote geography education.

The Arkansas Geographic Alliance sets aside \$4,000 each year to fund projects that relate to the four goals of the Alliance. Teacher Consultants (TCs) of the AGA and other individuals associated with the AGA in Arkansas may submit proposals for projects that relate directly to the four goals. Although there is no established limit on the size of a request for funds, awards will be modest.

The AGA does not fund salaries, but it may provide stipends for personnel crucial to the project. Funding for equipment and/or supplies may be made only in those circumstances where the equipment and/or supplies are an integral part of the proposed project and such equipment and/or supplies are not available at the teacher's school. Funding will not be provided for projects intended primarily for normal classroom responsibilities or teaching activities. Funding will not be provided for projects initiated by a student, although student involvement in the project is encouraged.

Funds for travel related to the project may be requested if the relationship is clearly demonstrated.

## II. Format

Proposals should be prepared by the Project Director according to the format described below. Please adhere as closely as possible to the requested format. Proposals not prepared in the proper format may be returned to the applicant without review. Contact Brooks Green for additional information on format.

## III. Proposal Submission

The required number of completed applications (the original plus five copies) should be submitted to Brooks Green, Department of Geography, University of Central Arkansas, 201 Donaghey Avenue, Conway, Arkansas 72035. Applications may be submitted at any time. Brooks will then disseminate the proposal to the five members of the Steering Committee of the AGA for review.

The proposal must be submitted to Brooks at least eight weeks prior to the beginning date of the project. A decision whether or not to fund the proposed project will be made in less than four weeks from the time the proposal is received by the subcommittee members. Brooks will provide the decision of the Committee members to the Project Director.

## IV. Information for Expenditure of AGA Funds

Projects are typically awarded for up to a four-month period. The teacher is asked to project an estimated time for completion of the project on the proposal title page. An extension of this time period must be requested from Brooks via a written request to amend the original completion schedule. A copy of the form for that request is found below.

## V. A progress report is to be submitted to Brooks midway through the project. A copy of this report is found below.

No later than thirty (30) days after the conclusion of the project, a final report must be submitted to Brooks. A copy of this report is found below.

All results from this project must acknowledge the assistance provided by the AGA and the National Geographic Foundation.

### Format for Project Proposals

Proposals should be written clearly and concisely and not exceed five (5) pages. Supporting documentation, if needed, may be put in appendices. Below are the specific sections to be included in the proposal as well as what should be contained in each section.

A. Title Page

Include the title of the project, name of the applicant (Project Director), inclusive dates of the project, total budget request, and date submitted.

B. Project Summary

Provide a summary of less than 200 words that explains the general nature of the project.

C. Statement of Need

Provide a clear and precise statement of the problem to be addressed and the need for its solution. This should establish connection to the goals of the Alliance, timeliness, significance, relevance, and the contribution of the project to geography education. Innovative components of the project should be identified and any statistical data that describes the need of the project should be included.

D. Objectives/Hypotheses/Questions

Include a very specific indication of the proposed outcomes of the project stated as objectives, hypotheses, and/or questions.

E. Methodology

Describe how the objectives will be met or the hypotheses tested. This section may start with a description of the overall approach and then get into details about methodology, participants, organization, and timeliness. This section should end with a clear identification of both the short-term and long-term end products expected and how they help achieve the goals of the Alliance.

F. Evaluation/Dissemination

State the means by which the AGA will know the project has accomplished its objectives. When applicable, evaluative criteria may be provided for each objective. This section should discuss where and how the project results might be presented and how the Alliance membership will be informed of the results of the project.

G. Facilities and Equipment

Describe the facilities and equipment required for the project, how they will be obtained, and from whom they will be obtained. This section may also describe any unique equipment, supplies, or facilities available to the Project Director that will facilitate the project.

H. Personnel

List the personnel needs for the project and what they will do. How will they be selected? Modest stipends may be provided to personnel vital to the success of the project. For example, special guests, speakers, etc. may be recipients of stipends and travel funds.

I. Budget

Outline the cost of the project, categorizing such items as personnel, supplies, materials, travel, facilities, and equipment. Provide a brief justification for each budget item. Travel for the successful completion of the project may be funded.

Surplus funds not used for the project will be returned to Brooks Green, Department of Geography, University of Central Arkansas, 201 Donaghey Avenue, Conway, Arkansas 72035.

Sample Project Proposal Budget

A. Personnel

1.	Speaker (identify by name)	\$50.00
2.	Guide (identify by name)	\$25.00
3.	Other (identify by name)	<u>\$35.00</u>
	Subtotal	\$110.00

(Persons and amounts are examples. The proposal may provide justification for other types of persons involved with the project.)

B. Travel

1.	Project Director (identify by name) Round trip by auto to (where) to (Specify purpose).	\$15.00
2.	Guest Speaker (identify by name) Round trip by auto from (where) to (where) to (specify purpose).	<u>\$25.00</u>
	Subtotal	\$40.00

(Travel essential to the project may be funded but must be justified in the proposal)

C. Supplies

1.	Office supplies (paper, tape, etc.)	\$10.00
2.	Communications (telephone, mail, fax)	\$15.00
3.	Photocopying	\$ 5.00
4.	Diskettes, CD-ROMs	<u>\$20.00</u>
	Subtotal	\$60.00

D. Equipment

1.	test tubes	\$12.00
2.	soil testing kits (4 @ \$7.00)	<u>\$28.00</u>
	Subtotal	\$40.00
	Total	\$250.00





## Extension Request

(To be submitted to extend the project beyond the initially requested completion date)

Date of Funding: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Project Director: \_\_\_\_\_

Title of Project: \_\_\_\_\_

1. Provide a brief explanation for the need to extend the project beyond the initial completion date.

Submit to Brooks Green, Department of Geography, University of Central Arkansas, 201 Donaghey Avenue, Conway, Arkansas 72035