

Georgia PBL Foundation

Chapter Grant

Funding can be a challenge to a number of our PBL chapters and unfortunately, the challenge can sometimes become a hindrance. The Georgia PBL Foundation, in our continuing mission to support Georgia PBL and her members, has created the Chapter Grant for those chapters who might be facing such a challenge. This grant is intended to be the small push that can get a chapter over a financial hump – be it travel, support of a chapter project, or several other opportunities for the chapter to be further committed to the PBL goals.



Application Package

APPLICATION PACKAGE INSTRUCTIONS

Georgia PBL chapters interested in submitting an application package that meets a funding priority may apply for a grant up to \$500. Funds may be applied to support new or existing projects. Awarded funds may be all or part of total grant requested.

Requirements:

- Microsoft Word or pdf document
- Application narrative must be no longer than 10 double-spaced pages (excluding forms and attachments).
- Font size must be at least 12 point and margins must be 1 inch.
- All application packages must include a Cover Sheet, Proposal (including Abstract), and Budget Form. The Narrative section must include the six required components, addressing each (A-F) listed. Application forms are attached.
- Attachments may be included; however, all information requested under each of the required components must be provided within the proposal narrative, observing page limitations.
- An original application package must be received by the deadline date.
- Application narratives must be emailed.

Application packages must be received by **December 31, 2011**. Late application packages will not be accepted. Send an electronic copy to Sam Lester at slester@middlegatech.edu .

If you have questions regarding the application package or process, please contact Sam Lester at the above email address or at 478/988-6800, extension 4040.

Review and Announcement Information

The Foundation President, Foundation Financial Director, and three Foundation members will review the applications, and awarded applicants will be notified at the Georgia Fall Leadership Conference in November.

GRANTEE REQUIREMENTS

Responsibilities include submission of a written completion-of-project report and an expenditure report to the Georgia PBL Foundation by the State Conference in April. Grantees must also report any changes in project design or implementation, variance from the submitted budget or changes in staff overseeing the project.

NARRATIVE FORMAT

I. COVER SHEET

Must contain (minimum): Georgia PBL Foundation Chapter Grant, the college's name (may include Greek designation), signature lines for Chapter President and Adviser, and submission date.

II. PROJECT PROPOSAL- Not to exceed 12 double-spaced pages total

A. Project Abstract - one (1) page maximum

Provide a one-page summary of the project

B. Description/Need - suggested length 2-4 pages

1. What funding priority is the project addressing?
2. What are the current funding streams for your chapter?
3. What needs or problems would be addressed through this initiative?
4. How will the project have an impact on these needs or problems?
5. Who will be the primary beneficiaries of this project?
6. How and/or will the project be announced to the community?
7. How will the project results be shared?

C. Project Objectives, Activities and Methods - suggested length 2-4 pages

1. What planning activities will take place before project startup?
2. What are the PBL member responsibilities?
3. What is the role of the local chapter adviser?
4. List the project's measurable objectives and activities.

D. Evaluation Plan - suggested length 1-2 pages

1. How will the successes, challenges and impact of the project be evaluated?
2. Who will design and carry out the project evaluation?

E. Project Impact - suggested length 1 page

1. How will the project make a difference for the chapter in the current year?
2. [If applicable to your project] Describe the potential for the project to continue beyond this funding period with alternate sources of funding. Will the project be continued?

F. Budget

1. Provide clear amount of grant request.
2. Please provide written budget justifications to detail each budget item.
3. Please include the calculation(s) used to estimate costs.

Allowable Costs May Include:

- Materials and supplies (e.g. office supplies, refreshments, PBL marketplace items)
- Travel (meals, registrations, hotel, etc.)
- March of Dimes project (e.g. purchasing t-shirts to resell for profit for MOD)
- Community Service, Partnership with Business, or American Enterprise Project expenses
- FBLA event
- District hosting costs
- Competition costs
- State officer candidate campaign materials
- PBL Week
- Leadership development
- Other reasonable costs may be approved by the Georgia PBL Foundation; please call if there is a questions about an allowable cost

Not Allowable Costs Include:

These items should **not** be included in the grant budget request:

- Salary costs for staff who are already employed
- Any asset to be owned by the local college
- Dues for student membership
- Tuition and/or books
- Non-PBL unless the costs are initiated by PBL

III. ATTACHMENTS - No Page Limit

1. Application Form
2. Budget Form
3. Optional attachments may also be submitted, such as Letters of Support and other supporting materials relevant to the proposed project.

Georgia PBL Foundation Chapter Grant

Application Form

Chapter _____ Chapter No. _____

Address _____

Lead Adviser Name _____ Email _____

Please check all of the appropriate blanks. What areas of funding would this grant support?

- | | | |
|--|--|--|
| <input type="checkbox"/> Interaction with FBLA | <input type="checkbox"/> recruitment of members | <input type="checkbox"/> community service |
| <input type="checkbox"/> fund raising | <input type="checkbox"/> leadership development | <input type="checkbox"/> travel |
| <input type="checkbox"/> social event | <input type="checkbox"/> chapter-wide project | <input type="checkbox"/> school-wide project |
| <input type="checkbox"/> professional division recruitment | <input type="checkbox"/> competition | <input type="checkbox"/> Silver Seal impact |
| <input type="checkbox"/> PBL promotion | <input type="checkbox"/> PBL supplies | <input type="checkbox"/> PBL Week |
| <input type="checkbox"/> American Enterprise Day | <input type="checkbox"/> March of Dimes project | <input type="checkbox"/> campaign materials |
| <input type="checkbox"/> District hosting expenses | <input type="checkbox"/> other PBL related (briefly explain below) | |

“I understand by signing below that by receiving this grant the award-receiving chapter is required to submit a written completion-of-project and expenditure report to the Georgia PBL Foundation **by April 1, 2011**. Awardees must report any changes in project design or implementation, variance from the submitted budget or changes in staff overseeing the project.”

Local Chapter Adviser

Local Chapter President

APPLICATION SUBMISSION CHECKLIST

Please refer to the following checklist to ensure that your application submission is complete.

- Φ Application is not longer than 12 double-spaced pages
- Φ Font size is at least 12 point and margins are at least 1 inch.
- Φ Project narrative (including one page abstract) includes all required components and addresses all questions.
- Φ Priority area is clearly indicated and project objectives and activities are tightly focused on the selected priority area.
- Φ Grant amount requested falls within the allowable range.
- Φ Budget totals have been checked for accuracy.
- Φ Application narrative includes all required attachments
- Φ Composed and signed Cover Sheet
- Φ Completed and signed Budget Form
- Φ Electronic submission includes has been sent to:

Sam Lester

Georgia PBL Foundation Financial Director

slester@middlegatech.edu

Application packages must be received by December 31, 2011.

Late applications will not be accepted.