



# PROPOSAL KIT SAMPLE

## DOE Federal Government Grant Proposal #2

Scroll down to read the first part of this sample. When purchased, the complete sample is 19 pages long and is written using these Proposal Pack chapters:

Cover Sheet, Title Page, Table of Contents, Abstract, Goals and Objectives, Design, Project Background, Project Management, Evaluation, Dissemination, Project Budget, Partnerships, Worksheet, Appendix A, Appendix B, Appendix C, Appendix D

This sample was created using **Proposal Pack for Government Grants**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack for Government Grants](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write a Response to a Government RFP](#)

**APPLICATION FOR  
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application Construction		3. DATE RECEIVED BY STATE	State Application Identifier
Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: <b>John Jacobs</b>	Organizational Unit: <b>Department of History</b>
Address (give city, county, state, and zip code): <b>University of Washington, 1234 New Street, Seattle, WA 98101</b>	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN):	7. TYPE OF APPLICANT: (enter appropriate letter in box)																													
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	6	7	8	9							<table border="1"> <tr> <td>A. State</td><td>H. Independent School Dist.</td> </tr> <tr> <td>B. County</td><td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td><td>J. Private University</td> </tr> <tr> <td>D. Township</td><td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td><td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td><td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td><td>N. Other (Specify):</td> </tr> </table>	A. State	H. Independent School Dist.	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify):
1	2	3	4	5	6	7	8	9																						
A. State	H. Independent School Dist.																													
B. County	I. State Controlled Institution of Higher Learning																													
C. Municipal	J. Private University																													
D. Township	K. Indian Tribe																													
E. Interstate	L. Individual																													
F. Intermunicipal	M. Profit Organization																													
G. Special District	N. Other (Specify):																													
8. TYPE OF APPLICATION:																														
<table border="1"> <tr> <td colspan="2"><b>New</b></td> <td>Continuation</td> <td>Revision</td> </tr> </table>	<b>New</b>		Continuation	Revision																										
<b>New</b>		Continuation	Revision																											
If Revision, enter appropriate letter(s) in box(es):																														
<table border="1"> <tr> <td>A. Increase Award</td><td>B. Decrease Award</td><td>C. Increase Duration</td> </tr> <tr> <td>D. Decrease Duration</td><td colspan="2">Other (specify):</td> </tr> </table>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	Other (specify):																									
A. Increase Award	B. Decrease Award	C. Increase Duration																												
D. Decrease Duration	Other (specify):																													

9. NAME OF FEDERAL AGENCY: <b>NEH</b>
---------------------------------------

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	1	2	3	4	5	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
TITLE: Expanding Hisotry						Response to State mandate for World History at all levels in public schools
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):						

13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:				
<table border="1"> <tr> <td>Start Date</td><td>Ending Date</td> </tr> </table>	Start Date	Ending Date	<table border="1"> <tr> <td>a. Applicant University of Washington</td><td>b. Project</td> </tr> </table>	a. Applicant University of Washington	b. Project
Start Date	Ending Date				
a. Applicant University of Washington	b. Project				

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																							
<table border="1"> <tr> <td>a. Federal</td><td>\$</td><td>.00</td> </tr> <tr> <td>b. Applicant</td><td>\$25,000.00</td><td>.00</td> </tr> <tr> <td>c. State</td><td>\$</td><td>.00</td> </tr> <tr> <td>d. Local</td><td>\$</td><td>.00</td> </tr> <tr> <td>E Total from NEH</td><td>\$25,000.00</td><td></td> </tr> <tr> <td>F Cost Sharing</td><td>\$21,492.83</td><td>.00</td> </tr> <tr> <td>g. TOTAL</td><td>\$46,492.83</td><td>.00</td> </tr> </table>	a. Federal	\$	.00	b. Applicant	\$25,000.00	.00	c. State	\$	.00	d. Local	\$	.00	E Total from NEH	\$25,000.00		F Cost Sharing	\$21,492.83	.00	g. TOTAL	\$46,492.83	.00	<table border="1"> <tr> <td>a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE</td> </tr> <tr> <td>b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</td> </tr> </table>	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE	b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$	.00																						
b. Applicant	\$25,000.00	.00																						
c. State	\$	.00																						
d. Local	\$	.00																						
E Total from NEH	\$25,000.00																							
F Cost Sharing	\$21,492.83	.00																						
g. TOTAL	\$46,492.83	.00																						
a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE																								
b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																								
	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?																							
	<table border="1"> <tr> <td>Yes</td><td>If "Yes," attach an explanation.</td><td>No</td> </tr> </table>	Yes	If "Yes," attach an explanation.	No																				
Yes	If "Yes," attach an explanation.	No																						

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

# **Abstract**

We responded to a recent State mandate that World History become a standard part of the public school curriculum at all levels. The Department of History in the School of Liberal Arts at the University of Washington offers to sponsor a year long seminar devoted to faculty, high school and middle school teachers. The aim of this effort is to update the teachers on new trends in the field of history, involve them in digital innovations providing virtual fields trips, and identify new resources to help them expand on the teaching of history at all levels.

A second intent is to expand dialogues among professionals in history on the discussion of curriculum revisions, teaching techniques and computer assisted instructional technologies used in the course of history. This effort is made to complement not replace existing programs and to offer expanded partnerships between the University and the public schools.

Date: 00/00/0000

Name: Department of History

Address: University of Washington  
1234 New Street  
Seattle, WA 98101  
Phone: (206) 555-1212  
FX: (206) 555-1213

Project Name: Expanding History in the Schools

Reason for Grant: The State required that all public schools include World History at all levels starting 00/0000. The Department of History at the local university created enrichment seminars for faculty and teachers to meet this mandate.

Grant Request \$25,000.00

Tax Status IRS 501 (c) (3)

Total School Budget \$21,000,000.00

Dates Covered by Budget: 00/00/0000 to 00/00/0000

Total Project Budget: \$46,492.83

Dates Covered by the Project: 00/00/0000 to 00/00/0000

Director: Professor  
John Jacobs  
Department Chair

Contact: Professor Jacobs  
Department Chair

# Project

## Expanding History in the Schools

Prepared for: NEH

Prepared by: Professor John Jacobs  
Department Chair

University of  
Washington  
1234 New Street  
Seattle, WA 98101  
(PH) (206) 555-1212  
(FX) (206) 555-1213

## Description

This Humanities Focus Grant application responds to recent State mandate that all public schools enhance and expand the teaching of World History to all levels. The grant application represents our response by designing a year long seminar to provide instructional support and identify enhanced history materials for faculty and teachers in our State public school system.

CFDA #: 00.000

# Table of Contents

Form ED-545	.....	1
Summary Abstract	.....	2
Grant Cover	.....	3

## Project Narrative

Project Background	.....	6
Goals and Objectives	.....	7
Design	.....	8
Partnerships	.....	9
Project Management	.....	10
Evaluation	.....	11
Dissemination	.....	12

## Budget

Project Budget	.....	13
NEH Budget Form	.....	14

## Appendices

Appendix A - Topics Covered in the WHS	.....	16
Appendix B - Curriculum Vitae of Faculty	.....	17
Appendix C - Letters of Endorsement	.....	18
Appendix D - Sample Curricular Materials	.....	19

# Background

In response to the State mandate that World History be made a part of the standard curriculum in public school at all levels, the Department of History at the University of Washington offered to sponsor a year long seminar for faculty and teachers. The seminar will be offered to the teachers and faculty in the Seattle Public Schools and will focus on the topic of World History Trends. The goal of the seminar is to offer opportunities for dialogue and partnership among faculty and teachers in history.

The dialogues will focus **on** the recent trends in research in the area of world history; revisions of the view of regional histories; the ways in which the University's world history program has analyzed the latest developments in world history and translated it into **undergraduate curriculum**; and the methodologies through which the lessons learned **at** this level have **implications for instruction** in the public schools. Thus, the seminar will **begin** with a **discussion** of scholarship and research and move to a consideration of strategies for translating **scholarship** into curriculum. The seminar will complement the current efforts of the School's outreach program, *History For All* and expand its reach into history and social science classrooms. It also parallels the efforts of the campus's Center for Partnerships (CFP) to establish collaborative efforts with Seattle public school teachers so that students in this overwhelmingly immigrant dominated school district are better equipped with the skills that they will need to be eligible for admission to college in general and the University of Washington in particular. The University of Washington, has a well-established program of outreach to Seattle public schools already in place. However, the funding for the initiative outlined here is not available from local sources alone.

The project activities will include:

- A two semester series of seminars with high school teachers and History Faculty (three sessions per semester) to discuss recent research in key areas of World History and strategies for disseminating research into curriculum
- Development of History For All Workshops to support teaching of World History in public schools
- Development of curriculum packets to complement History For All workshops
- Instructional Technology seminars are offered to help teachers relate to and use the latest techniques in online education

**Funding Request:** \$25,000

**Anticipated Institutional Matching Funds:** Services in kind and \$21,493.

# Goals and Objectives

The purpose of the Expanding History in the Schools program is to provide opportunities for public school teachers and University faculty in the humanities to collaborate on meeting the new State mandate to offer World History at all levels.

## Goals and Objectives:

- ◆ Goal #1: Develop a new training and orientation program for middle and high school teachers and faculty that incorporates new trends and research in World History;
  - ◆ Objective 1.1: Recruit middle and high school teachers to participate in a year long series of seminars directed at upgrading their skills and competencies in World History;
  - ◆ Objective 1.2: Organize a collaborative orientation program for teachers and faculty prior to the summer semester at the University;
  - ◆ Objective 1.3: Hire outside evaluator to orchestrate pre and post testing of teachers and faculty in conjunction with program planning and launch
- ◆ Goal #2: Attract high quality University faculty to participate in the program and provide the curriculum for the teachers;
  - ◆ Objective 2.1: Recruit, orient, and assign key University faculty to the project prior to teachers coming on-site for seminars;
  - ◆ Objective 2.2: Review with University faculty the content, methodologies, and instructional technologies required to assist teachers complete the seminar;
- ◆ Goal #3: Develop a series of seminars to support teaching of World History and strategies for translating research into new curriculum for public schools;
- ◆ Goal #4: Develop curriculum packets, podcasts, and interactive programming for use outside of the University seminars with collaborating partners



# Design

## The Project Design

The project is designed in three stages:

- Planning
- Execution
- Evaluation

Our year-long seminar programs will follow the academic calendar of the University of Washington. A full description of workshop topics are offered in Appendix A. Curriculum vitae for the seminar leaders are attached in Appendix B. We project three meetings a quarter, focusing respectively on:

- ❖ Fall Quarter. The first session will **focus on the question, "What is World History?"** and will be followed by two sessions on "South America in the World"
  - Seminar Leader: Professor Michael West
  - Seminar Topics: Include The Brazilian Diaspora; Consumerism, Peruvian Identities, and Global History
- ❖ Winter Quarter: Asian America in the World
  - Workshop Leader: Professor Sally Fields
  - Workshop Topics: Independence in the Americas; The Struggle for Identity; The Asian Context in American Society.
- ❖ Spring Quarter. Europe in the World
  - Workshop Leader. Profs. John Master and Mary Stafford
  - Workshop Topics: Imperialism; Nationalism and Communism

# Partnerships

The Center for Partnerships (CFP) at the University of Washington operates a broad-based outreach program to K-12 classrooms in Seattle area. The program includes language arts, mathematics, biological sciences; the arts; computer science and advanced placement courses that help students perform and meet State standards, especially in the humanities.

The History For All program that receives major funding and in-kind services from the University's (CFP). *CFP* fully supports the World History seminar and has agreed to provide financial support, use of facilities, and transportation fees that are linked to waivers for graduate students assigned to the project, and teachers in the program.

NEH Focus Grant Proposal funds to will be used to support editorial work and web site development used to produce the curricular modules that are produced during the workshops. CFP will also work closely with the Department of History and *History For All* to recruit teacher participants in the project from the Seattle Public Schools and Redmond Schools. We will also work with Faith-Based Schools in the areas. Representatives of several schools and the public schools administrators will meet as a Task Force governing all work. Through this network, CFP will provide institutional support to ensure that we recruit a representative group of high school and middle school teachers. Dr. Mary Smith, Director of CFP, has provided a letter of endorsement for the proposal, and her support is seconded by the Executive Vice Chancellor, Bryon Daniels (see Appendix C)

The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

### **How do I customize or create my own version of this sample?**

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

