



# PROPOSAL KIT SAMPLE

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<b>Application for Federal Assistance SF-424 (page 1 of OMB's webpage version)</b>		<b>Version 02</b>
<p>1. Type of Submission:</p> <p style="padding-left: 40px;">~ Preapplication</p> <p><input checked="" type="checkbox"/> Application</p> <p>~ Changed Corrected Application</p>	<p>2. Type of Application * If revision, select appropriate letter(s)</p> <p><input checked="" type="checkbox"/> New</p> <p>~ Continuation * Other (Specify)</p> <p>~ Revision</p>	
3. Date Received:	4. Applicant Identifier:	
5a. Federal Entity Identifier		* 5b. Federal Award Identifier:
<b>State Use Only</b>		
6. Date Received by State:		7. State Application Identifier.
8. Applicant Information:		
a. Legal Name: <b>ABC College Consortium</b>		
b. Employer/Taxpayer Identification Number (EIN/TIN) <b>12-3456789</b>	c. Organizational DUNS: <b>123456789</b>	
d. Address:		
* Street 1: <b>17410 NE 40<sup>th</sup> Place</b>		
Street 2:		
* City: <b>Redmond</b>		
County: <b>King</b>		
* State: <b>Washington</b>		
Province:		
* Country: <b>USA</b>		
* Zip/Postal Code: <b>98052</b>		
e. Organizational Unit		
Department Name:		Division Name:
f. Name and contact information for matters involving this application:		
Prefix: <b>Mr.</b>		*First Name <b>John</b>
Middle name:		
*Last Name: <b>Smith</b>		
Suffix:		
Title: <b>Provost</b>		
Organizational Affiliation <b>ABC College</b>		
Telephone Number: <b>425-555-1212, ext. 2322</b>		Fax Number: <b>425-555-1213</b>
E-mail:		
<b>Application for Federal Assistance SF-424 (pages 2 and 3 of OMB's webpage version)</b>		<b>Version 02</b>
9, Type of Applicant: #1 <input checked="" type="radio"/>		



# Project

ABC College  
Consortium  
17410 NE 40<sup>th</sup> Place  
Redmond, WA

(PH) 425-555-1212  
(FX) 425-555-1213

## Rural Distance Learning

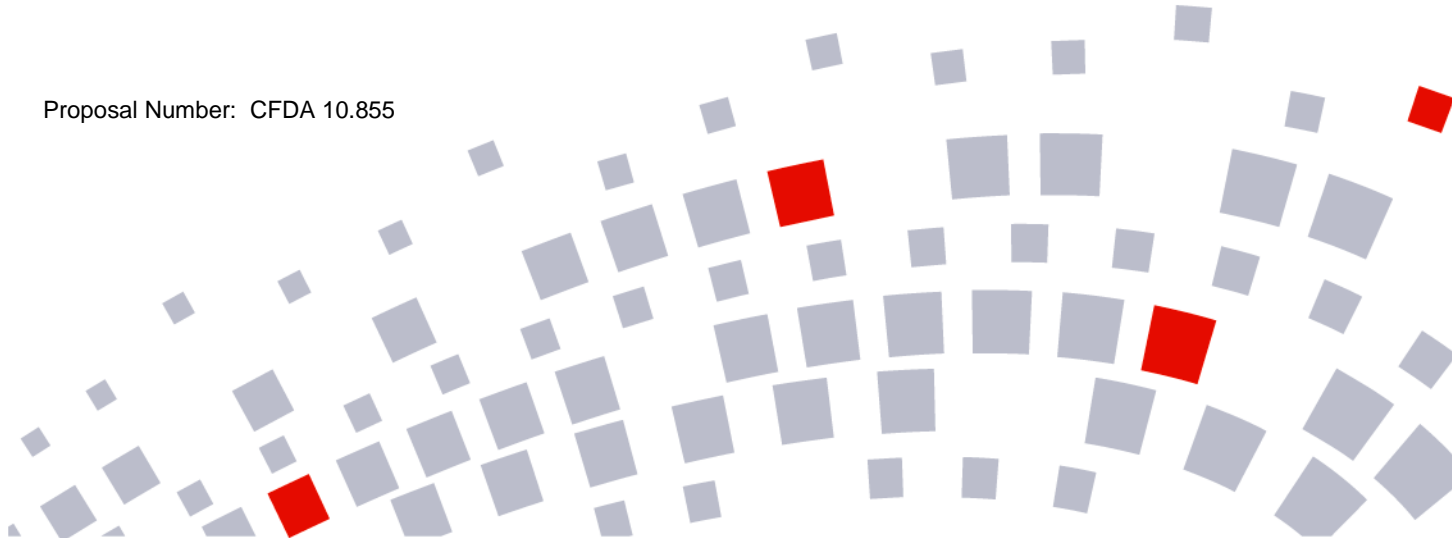
**Prepared for:** U.S. Department of Agriculture  
Office of Distance Learning &  
Telemedicine

**Prepared by:** John Smith  
President

## Description

ABC College Consortium application for \$499,999 in funds to provide demonstrate innovations in teacher training using new equipment, software, training, and connectivity to residents in five counties. We are a IRS 501 ( c ) ( 3 ) organization requesting the additional funds for a projected \$948,000 budget for the total project. Our current organizational budget is \$10,000,000. The reason for the grant is to accelerate teacher and faculty proficiency with integrating advanced communications and information technologies associated with improved student achievement.

Proposal Number: CFDA 10.855



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# Site Worksheet - Fixed Sites (Attachment to SF 424)

(See A, D-1 and D-2 in Section IV of the *Application Guide*)

- Column 1. For each Hub, combined Hub/End-User, and End-User site, show its complete official name (and abbreviation should you choose to use one). Each site name (or abbreviation) must be used consistently throughout the balance of your application. Below the site name, show the complete street address. The address must be one recognized by Census' *American Factfinder*. If the only address available for a site is a PO Box, Star Route, Rural Route, or other address not recognized by *Factfinder*, give that address supplemented by the precise latitude and longitude (DD/MM/SS or DD.DDDD).
- Column 2. For each site, show how you designate the site. *i.e.*, as a Hub, a Hub/End-User, or End-User.
- Column 3. Show the County in which the site is located
- Column 4. Show the School District in which the site is located.
- Column 5. Show the Congressional District in which the site is located (example: MI 57<sup>th</sup> Dist., John Smith.)

	<b>1. Complete Site Name (Abbreviation, if any)</b> Complete Street Address (DD/MM/SS or DD.DDDD if needed, see instructions)	<b>2. Site Designation</b>	<b>3. County</b>	<b>4. School District</b>	<b>5. Congressional District</b>
1	ABC College 17140 NE 40 <sup>th</sup> Street Redmond, WA 98052	<b>HUB</b>	<b>Name</b>	<b>NA</b>	<b>WA-160</b>
2	High School Name Street Address City, State, Zip Code	<b>End-User</b>	<b>Name</b>	<b>Name</b>	<b>WA-160</b>
3	Middle School Name Street Address City, State, Zip Code	<b>End-User</b>	<b>Name</b>	<b>Name</b>	<b>WA-160</b>
4	Elementary School #1 Street Address City, State, Zip Code	<b>End-User</b>	<b>Name</b>	<b>Name</b>	<b>WA-160</b>
5	PreK-School Street Address City, State, Zip Code	<b>End-User</b>	<b>Name</b>	<b>Name</b>	<b>WA-160</b>

You are not restricted to 5 sites. A continuation sheet follows this page. If you have many sites, use as many continuation sheets as you need.

**Place this sheet behind SF-424 under Tab A of your Application**

## Site Worksheet - Non-Fixed Sites (Continuation)

	<b>1. Complete Site Name (Abbreviation, if any)</b> Complete Street Address (DD/MM/SS or DD.DDDD if needed, see instructions)	<b>2. Site Designation</b>	<b>3. County</b>	<b>4. School District</b>	<b>5. Congressional District</b>
6	<b>Local Library</b> Street Address City, State, Zip Code	End-User	Name	Name	WA-161
7	<b>Non-Profit Partner</b> Street Address City, State, Zip Code	End-User	Name	Name	WA-161

# Survey on Ensuring Equal Opportunity for Applicants

Reproduction of OMB No. 1890-0014 EXP 02/28/09

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey. Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name: ABC College Consortium**

**Applicant's DUNS Number: 12-3456789**

**Federal Program: Distance Learning & Telemedicine Grant Program**

**CFDA Number 10.855**

1. Has the applicant ever received a grant or contract from the Federal government?

~ Yes  ~ No

2. Is the applicant a faith-based organization?

~ Yes  ~ No  (Self-Identify)

3. Is the applicant a secular organization?

~ Yes  ~ No  (Self-Identify)

4. Does the applicant have 501(c)(3) status? (501(c)(3) status is legal designation to the Internal

a provided on application do not.

~ Yes  ~ No

5. Is the applicant a local affiliate of a national organization?

~ Yes  ~ No  (Self-Explanatory)

6. How many full-time equivalent employees does the applicant have? (Check only one box.) For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to questions 2 and 3 should reflect the staff and budget size of the local affiliate.

~ 3 or fewer  ~ 15-50   
 ~ 4-5  ~ 51-100   
 ~ 6-14  ~ over 100

7. What is the size of the applicant's annual budget? (Check only one box.) Annual Budget means the amount of money your organization spends each year on all such activities.

less than \$150,000   
 \$150,000 - \$299,999   
 ~ \$300,000 - \$499,999   
 ~ \$500,000 - \$999,999   
 ~ \$1,000,000 - \$4,999,999   
 ~ \$5,000,000 or more

**Paperwork Burden Statement:**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy estimate(s) or suggestions for improving this form, please write to the Agency Contact listed in this grant application.**



# Legal Eligibility

Name of Applicant: John Smith  
Organization: ABC College Consortium  
17410 NE 40<sup>th</sup> Place  
Redmond, WA 98052

To Whom It May Concern:

Please be advised that I am the attorney for ABC College Consortium, which has its principle offices located in Redmond, WA. On behalf of ABC College Consortium, it is my legal opinion, based on my knowledge of the legal status of ABC College Consortium in Washington State that it is now and has always been legally organized as a (institution type here) under Washington State law.

As a legally organized institution of higher education, it has the full legal power and authority to take any and all actions allowable by Washington State law and other applicable laws and regulations, including legal authority to contract with RUS in accordance with those laws and regulations.

If any person or entity has any questions regarding this opinion and/ or the status of ABC College Consortium as described herein, I would be happy to address those questions.

Sincerely,

Mary Smith, Esq.  
General Counsel

# Executive Summary

## **C. Project Information**

### **1. Abstract**

The ABC College Consortium located in Washington is composed of 5 counties and home to 1.23 million of the state's population. The area contains three national parks at its edges, 65,000 acres of state and farmland bordering Oregon and the Pacific Ocean. The once thriving region has declined, since its manufacturing base disappeared. Job losses and the slowing economy have sparked multiple needs in education, for example, high demand for college degrees in science and technology; inadequate professional development in technology integration for K to 16 teachers and college faculty; increase demand for accountability and growing gaps in academic achievement.

The purpose of the project is to accelerate and sustain professional development in technology integration for PreK to college teachers resulting in improved achievement for students. The project combines distance learning, face-to-face, web-enabled instruction and mobile technologies to enhance teacher ability to improve the educational outcomes for students in our region.

# Project Summary

## D. Project Information

### Project Summary

The main components of our project are:

- Create a “hub” for the management, coordination, and maintenance of a low-cost Internet platform that enables the development of a new elearning community able to share content, assess academic performance and create remedial solutions across multiple sites;
- Grow the number of teachers and faculty capable with blended learning methodologies, evaluations and solution fabrication;
- Offer equipment, software and training upgrades to students, teachers, social service professionals, librarians, parents, business partners and community partners;
- Implement a sustainable solution through the use of a change management toolkit, and;
- Improve student achievement in mathematics, science, and language arts for students in grades PreK to 16.

### 1. Overview of Telecommunications System

The ABC College Consortium will connect its members through a hub hosted by the College. Equipment, software, mentoring, and training will be provided to each site. The three school districts, libraries, and social services agency will receive enhanced educational content applicable to PreK to 16 students. The hub will create content based on needs generated through existing school district technology plans and community needs assessments. ABC College will also provide a location for business and community organizations to access content, collaborate, communicate and guide authentic content for standards based curriculum. The hub will offer opportunities for teachers to conduct research and collaborate further across districts, regionally, statewide, nationally and globally under the Blackboard Academic Suite, Internet2 and E-Learning Guidebooks sponsored by the Commonwealth Education Media Center for Asia, and the U.S. Office of Education – for free online resources.

ABC College already serves as a site for the Small Business Development Centers and One-Stop-Career Centers in Redmond. It has agreed to work with the regional Workforce Investment Board and other post-secondary institutions to promote regional plans to develop talent through entrepreneurial outreach programs in K-12 schools. Working with the WIRED program from the U.S. Department of Labor, effort will be made to focus on the Skills Competency Certification program for high growth jobs. The hub will extend connections for the workforce development community and offer training opportunities in conjunction with the goals of the initiative.

Institution with its SITES program; National Action Council for Minorities in Engineering and the National Engineers Week program to enhance live action, virtual field trips and on-site programs in mathematics, science and language arts.

Technical purchases will include:

- **Infrastructure upgrades**, including wiring to insure processing speeds, network compatibility and software alignments to enable distance learning at all sites;
- **Computers to help students**, parents and social services professionals access enhanced supplemental programs; web-based instruction and coursework;
- **Smart boards and related technology equipment** to enable upgrades in multimedia content and provide on-site training of teachers and applied professionals;

## 2. Site Description

The ABC College Consortium includes one hub and fourteen end-user sites.

Site Name	Location	Type	Population
ABC College	Redmond, WA 09850	Hub/End-User	<b>2662</b>
High School	Redmond, WA 09850	End-User	<b>913</b>
Middle School	Redmond, WA 09850	End-User	<b>416</b>
Elementary One	Bellevue, WA 09852	End-User	<b>263</b>
Elementary Two	Bellevue, WA 09852	End-User	<b>243</b>
High School Two	Redmond, WA 09850	End-User	<b>807</b>
Middle School Two	Redmond, WA 09850	End-User	<b>601</b>
Elementary Three	Redmond, WA 09850	End-User	<b>264</b>
Elementary Four	Redmond, WA 09850	End-User	<b>196</b>
Elementary Five	Seattle, WA 09852	End-User	<b>202</b>
Elementary Six	Seattle, WA 09850	End-User	<b>300</b>
Early Childhood Center	Redmond, WA 09850	End-User	<b>222</b>
Social Services PreK	Seattle, WA 09853	End-User	<b>150</b>
Public Library	Seattle, WA 09852	End-User	<b>19045</b>
Elementary Seven	Seattle, WA 09852	End-User	<b>120</b>
<b>Total</b>			<b>26404</b>

## 3. How the project will address community needs, why we require financial assistance and how the project benefits rural residents.

We propose to respond to community needs, document funding requests and detail project benefits to rural residents through a program management plan. Planning teams at the college, school districts, libraries, and social service agencies conducted thorough needs assessments, gathered and analyzed the results relative to student achievement, demographics, and staff development. Group technology plans reviewed existing instructional programs and materials and profiled community needs. Based on this process, our collaborative plans to field a Virtual Team for the project trained together reflect their individual constituencies, but collaborate on decisions, evaluate outcomes, and communicate results regionally.