PROJECT MANAGEMENT INSTITUTE

SOUTHERN NEVADA CHAPTER

Project Management Education Grant Program Application

Project Management Institute, Southern Nevada, is a local chapter of the Project Management Institute. PMI is an organization dedicated to opening networking channels and creating ongoing professional development for those working in project management. Members are dedicated to public service and are looking to support project-based learning within schools.

**PROGRAM REQUIREMENTS**

* Applications must be from a public school serving students in grades 6-12. Daycare centers and after-school programs are not eligible for the program.
* The project must be implemented within Clark County, Nevada.
* Only one proposal per school, per academic year will be accepted.
* Project funding must be used to implement project-based lessons that foster project management and leadership among students.
* The project must be completed within the school year of the award of the grant, or the money must be returned to PMI, Southern Nevada.
* A project status report must be submitted within thirty (30) days after the start of the project, and monthly thereafter for duration of the project. A final report shall be submitted within thirty (30) days after project completion. The final report shall include receipts for all purchases and work performed. All unspent funds must be returned to PMI, Southern Nevada.
* Applicants may request project advisory services from the membership of PMI as part of their proposal.
* PMI, Southern Nevada shall be allowed to conduct reviews in conjunction with the status reports which may include site visits.
* Applications must be approved and signed by the school principal or designee.
* A presentation of the project will be delivered by the project team.

**APPLICATION PROCESS**

* Applications are accepted from September 1- the second Monday of October (10/10/16).
* A committee will evaluate each application based on the requirements and guidelines.
* Eligible schools will received a cash grant for the cost of the project up to $2000.
* Grants will be awarded on a competitive basis and will be subject to the availability of funds. All PMI, Southern Nevada Chapter decisions are final.
* PMI, Southern Nevada Chapter will notify all successful grant applicants six weeks after the deadline.

**APPLICATION SUBMISSION**

Applications must be submitted electronically. Grant applications are to be submitted via email to:

 president@pmi-snc.org

**DETAILS FOR SUBMISSION**

Your grant submission must contain the following twelve (12) sections, and must be organized in this order:

1. Provide a brief description of your project. (1 paragraph)
2. Describe the goals and objectives of your project. (1 paragraph)
3. Provide relevant research to support your project. (1 paragraph)
4. Describe how your project will enrich learning and increase student achievement. (1 paragraph)
5. Explain how your project will foster project management and leadership among the students involved in the project. (1 paragraph)
6. Explain how your project will meet the needs of your students and provide evidence of that need.
7. Describe how many students and at what grade level your project will impact. (1 paragraph)
8. Explain how your project will affect students beyond the school year. (1 paragraph)
9. Describe in what way, if any, the members of PMI can provide expertise to the project in the form of project management lessons and/or project advisory services. (1 paragraph)
10. Provide a timeline for implementing the project.
11. Provide a budget for your project to include human resources and financial requirements—use the provided budget template.
12. Describe how you will evaluate the success of the project at its completion. What deliverables will be produced at the completion of the project?

**PLEASE NOTE:** There is a five (5) page maximum on the grant submission, (to include all twelve sections listed above). This does not include the required cover page with signatures. If the submission is more than five (5) pages (plus cover page), it will not be reviewed by PMI, Southern Nevada.

**APPLICATION CHECK LIST**

Please ensure that your grant application is submitted no later than the second Monday in October (10/10/16).

1. Grant proposals must be typed.
2. Application packets must be submitted electronically.
3. Please ensure that you have read and understand the Details for Submission Criteria outlined above.
4. Questions should be directed to president@pmi-snc.org

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Required Cover Page

Please complete the following information, and submit with your application.

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested (Not to Exceed $2000): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nevada Zipcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUIREMENTS AND SIGNATURES

If my grant is funded, I agree to:

1. Use all of PMI, Southern Nevada funds awarded to me only for the purposes specified in the grant submission within school year awarded.
2. Provide documentation (original receipts) of the money spent and agree to return any unused funds by check to PMI, Southern Nevada.
3. Submit a short project summary and digital photos (as applicable) at the conclusion of the project.
4. Work with a PMI, Southern Nevada members to arrange site visits to monitor the progress of the project.

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I support this application for the Project Management Education Grant. I understand the requirements above. Grant funds are awarded to the school in the teacher’s name. If the teacher leaves the school, he/she is to leave the items at the current site, and another teacher in the same program may take over the grant project.

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Required Budget Template

Using the format below, outline the materials and resources that will be purchased with the granted funds as well as all costs associated with labor and equipment. Please identify all matching funds and additional funds that will be contributed to this project.

* All receipts must be submitted, and all unspent funds must be returned to PMI, Southern Nevada.
* All funds must be accounted for by the end of the school year in which the grant was funded.

Funds requested from PMI, Southern Nevada (not to exceed $2000): \_\_\_\_\_\_\_\_

Funds secured from other sources: \_\_\_\_\_\_\_\_

Total Project Budget: \_\_\_\_\_\_\_\_

BUDGET CATAGORIES

**Materials** (raw material for final product)

1. Item Estimated Cost:

**Equipment** (can include software, periodicals, research required items for generating the final product)

1. Item Estimated Cost:

**Labor Estimates** (should include all labor required to create final product regardless if actual costs are incurred—student labor should be estimated but not incur a cost)
1. Item Estimated Cost: