



WINNER GRANT APPLICATION

Congratulations on being named as a winner of the Innovations in American Government Award. What follows are instructions on completing each section of the grant application and a template to guide you. If you have any questions on this document or on the grant guidelines in general, please contact the Ash Center.

Instructions

1. *Summary*

The summary should consist of one to two paragraphs briefly describing your program's plans and objectives in fulfilling planned grant activities. This will serve as the cover page of the proposal. After the proposal has been accepted by the Ash Center, the program representative should print out a copy of the application, have the agency director sign the summary page, and return to the Ash Center for our records.

2. *Management and Administration*

In this section, programs should list the names of the individual responsible for the overall project management of the grant, and the individual who will administer the grant activity on a day-to-day basis. The latter should be someone to whom the Innovations Program can address questions and expect a prompt response, and who will be able to field questions about the program to the press and general public.

3. *Proposed Activities*

This section is the narrative description of each activity to be funded by the Innovations grant. For each activity, each of the following components should be addressed:

- a. Overview
A description of the activity, with as much detail as possible.
- b. Target Audiences
The main audience this specific activity will address.
- c. Potential Partners and co-sponsors
If applicable; for example, a foundation co-sponsoring a conference.
- d. Methods and Channels
The ways in which information about this activity will be disseminated; i.e. print, broadcast, internet, conference, etc.
- e. Desired Outcome
The goals of the activity and what the program hopes to accomplish.
- f. Project Management
Name(s) of the individuals who will manage the activity.



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4. Timeline

The timeline should address the approximate dates that each of the activities will commence and conclude. The grant period begins upon receipt of the funding and continues for approximately two years.

5. *Budget and Budget Narrative*

The budget section should include a budget table with a line item and cost breakdown for each activity. Please be as specific as possible. We understand that actual costs may vary.

The budget narrative should provide an explanation of the expenditures, connect the expenditures to the activities described in Section 3, and justify the expenditures in terms of our guidelines.



WINNER GRANT APPLICATION

1. Summary

Program Name:

Jurisdiction:

Date:

Summary Paragraph Describing Planned Grant Activities:

Agency Director receiving the grant (please type):

Signature of Agency Director:

Date:



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2. Management and Administration

The person who will be responsible for overall project management/grant administration is:

Name:

Address:

City: State: Zip code:

Phone: Fax:

Email:

Assistant Name(if applicable):

Assistant Phone: Assistant Email:

The Person who will administer the grant activity on a day-to-day basis is (if different from project manager):

Name:

Address:

City: State: Zip code:

Phone: Fax:

Email:

Please include a brief description of the governing structure of the agency:



3. Proposed Activities:

Please complete all components for each activity (if applicable). For more than four activities, please copy the formatting. There is no limit to the number of activities.

Activity 1:

- a) Overview
- b) Target Audience(s)
- c) Potential partners and co-sponsors (if applicable)
- d) Methods and Channels
- e) Desired outcome
- f) Project Management

Activity 2:

- a) Overview
- b) Target Audience(s)
- c) Potential partners and co-sponsors (if applicable)
- d) Methods and Channels
- e) Desired outcome
- f) Project Management

Activity 3:

- a) Overview
- b) Target Audience(s)
- c) Potential partners and co-sponsors (if applicable)
- d) Methods and Channels
- e) Desired outcome
- f) Project Management

Activity 4:

- a) Overview
- b) Target Audience(s)
- c) Potential partners and co-sponsors (if applicable)
- d) Methods and Channels
- e) Desired outcome
- f) Project Management



4. Timeline

Please list the approximate dates that each of the activities will commence and conclude.



5. Budget and Budget Narrative

a) Budget Table

Insert a table or list each activity and the costs associated. A sample budget table is below, though you may format as you see fit.

Activity	Amount
TOTAL	\$100,000

b) Budget Narrative

Please provide an explanation of the expenditures listed above.