| **Identification of Need (10 pts.)** |
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| Describe the specific need in your department that you have identified and the approach you used to determine the need. |
| Justify your need with relevant data. |
| **Project Design (20 pts.)** |
| Describe the project in full detail, including the number of students and any relevant details about the population to be served. |
| Provide a clear project goal and measureable objectives that relate to achieving the major goal of your project. |
| **Management Plan (20 pts.)** |
| Explain how your department will manage the project in ways that ensure proper and efficient administration of the project activities, including coordination with other departments, as needed. |
| Explain who will manage the project, including their relevant experience, training, credentials, and qualifications. |
| **Impact of the Project (20 pts.)** |
| Explain how this project would impact students. |
| Explain the extent to which the project may be sustained and scaled up to impact other students at the end of the funding period. |
| **Evaluation Plan (15 pts.)** |
| Explain how you plan to evaluate the extent to which the project objectives are met. |
| **Budget / Budget Justification (15 pts.)** |
| Complete the budget spreadsheet and justify how each line item is adequate to support the proposed project. |
| **Total Points Possible (100 pts.)** |