



# THE FLIPPEN GROUP

*Bringing out the best in people*

## Project Idea Worksheet

### Funding Need:

|                                      |    |   |
|--------------------------------------|----|---|
| <input type="checkbox"/> New Project | or | <input type="checkbox"/> Expanded Project |
|--------------------------------------|----|---|

- Teacher Training** *(circle the desired trainings)*
  1. Capturing Kids' Hearts
  2. Teen Leadership
  3. Both
  
- Curriculum Purchase** *(circle the desired curriculums)*
  1. Keystone
  2. Teen Leadership
  
- Campus-wide training** **List Personnel (job titles) to be trained and number:**
  
  
- District –wide training** **List Schools in District to be trained and total staff #:**
  
  
- Other: Specify**

### Summary of Project Idea

*(i.e.: To expand Capturing Kids' Hearts training to the 4<sup>th</sup> and 5<sup>th</sup> grade teachers, to include a total of 50 teachers and staff)*

**On which problem area(s) in your school will this project have the greatest impact?**  
*(List all areas of concern that can be measured and tracked – principal referrals, poor academic test scores, high school dropout rate, etc.)*

**Do you have a campus/district wide improvement plan or strategic plan in place?**

Yes  No

**If so, how does your project enhance your campus improvement plan?**

**Is there a possible collaboration or coordination of the project with other persons or agencies served by this school or district? If so, who would be involved?**

**Letters of support:** It is important to gather letters of support for this grant. You can begin the process of gathering letters now. Be prepared to send a sample letter for them to review and revise to make their own. Ask them to put the letter on their letterhead and have it in your hand a couple of weeks before the deadline.

**Suggested letters:**

- PTO President
- School Board President
- Teachers
- Other schools who have utilized TFG processes or curriculum  
(See [www.flippengroup.com/education](http://www.flippengroup.com/education). Feel free to pull these off the website.)
- Others (Specify):

**Project Goals and Objectives:**

*Remember that these must relate to the needs that have been identified in the campus improvement plan, and/or identified through measurable data. Be realistic and concise in stating your objectives and goals. Remember when you are writing the objectives, pay close attention to the activities, location, personnel and evaluation components necessary to measure the goal.*

**Note:** For a useful tool in using Standards Based Instruction and linking CKH to these standards, see [www.flippengroup.com/education](http://www.flippengroup.com/education).

**Areas to be impacted by the project:**

**Population demographics impacted by the project:**

**Timeframe:**

*(What is your timeframe to implement the project?)*

**Project Evaluation**

*How will you determine if the project is successful? What kind of data will you collect? Who will be responsible for the evaluation?*

**Budget:**

**Total Estimated Project Cost:**

**Include Personnel, contracted services, consultants, materials, supplies, travel, equipment, training costs, other (i.e.: outside evaluation).**

**Total Estimated Indirect Costs: *overhead – costs that are incurred in the overall functioning of your school or district (usually 3-6% of total budget):***

**Does your school have any matching funds to contribute to the project?  Yes  No**  
***This can be in the form of personnel time, training facility, extra duty pay, etc...***

**Matching Funds Available**

***(Project amount of contribution and how you came up with the number):***

**Amount of Funds Needed from Outside Source:**