

REQUEST FOR PROPOSALS

PROJECT PROPOSAL NARRATIVE TEMPLATE

1. Project Title

2. Brief Description of Project (400 words limit)

In your description, highlight the key goals and outcomes of the project

3. Lead Organization

Identify the organization that Minnesota Tele-Media's fiscal agent—the SW/WC Service Cooperative—would work with for executing any potential grant agreements if funded.

4. Primary Contact

Provide name, title, phone number and e-mail address.

5. Project Scope and Value

Provide more detail regarding the scope and value of the project and other key points as needed. For example, how many school districts or higher education institutions will receive benefit from the project? Will the project benefit both higher education and pre-K-12 education or just one sector? How many students and/or faculty will benefit from the project? If not a region-wide project, what is the potential for the project to be implemented on a regional level?

6. Project Personnel

Identify the personnel to be involved in the project. Provide information regarding their expertise and capabilities for carrying out the project. Will the project require new personnel or contractors/consultants?

7. Project Duration

Detail the duration of the project. Projects lasting less than two years will receive higher consideration.

8. Project Budget (Use Budget Template Provided)

Proposals will require an amount of funding to be requested from Minnesota Tele-Media for each item and detail on any matching commitment to be provided for each item. Any matching contributions, including whether the match is a cash match or an in-kind match must be identified. A description of the in-kind match (e.g., staff time, equipment, vendor discount) and the source of the match (e.g., organization name, vendor) must also be identified.

Use the Budget Form template attached. There is no limit on the number of "project items" that can be included in the project budget.

Note: Letters of Commitment that identify matching commitments must correlate with the Budget Form

9. Budget Narrative

A budget narrative shall be provided that describes the role/purpose within the Project for each Project Item identified in the Budget Form. For example, the role of an existing staff member to

be dedicated, in part or in whole, to the project must be described. Also, a basis for an estimate for travel stipends for faculty must be provided or the role of a consultant must be identified.

10. Evaluation Plan

Provide a detailed overview of how the effectiveness of the project can be determined. Specifics on the evaluation plan to be use shall be detailed.

11. Letters of Commitment from Participating Organizations

Include a Letter of Commitment from each organization that summarizes their role in the project. The Letter should detail any matching contribution the organization is making including cash, staff time, or equipment.