

## Boise State University GK-12 Project Fellows' Proposal Guidelines for Supply Funds

Each GK-12 Fellow has available to them \$500 for supplies/materials for learning activities. To access these funds, you will have to submit a brief proposal for review by Karen, Jim, and Dave. Please use this form as a cover sheet for your proposal.

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

Partner Educator \_\_\_\_\_

Project Location \_\_\_\_\_

**Instructions:** Please complete this proposal and wait for approval before you begin purchasing supplies. Once your proposal is approved, materials can be purchased by the project director (easiest), or you may purchase supplies and seek reimbursement.

Proposals should be turned in to Karen Viskupic in MG-121.

**Proposal Guidelines:** Prepare your proposal using the following outline:

1. **Introduction:** Give an overview of what you plan to do. Briefly describe the proposed activity for which the supplies will be used.
2. **Objectives:** Explain what you expect students to learn from the proposed experience.
3. **Logistics:** What materials will you need to purchase to conduct the activity? Can the materials be used more than once, or will materials need to be purchased again? When and where will your proposed activity take place? What grade level students will be participating in the activity? What is the proposed timeline for the activity?
4. **Budget and Justification:** Please attach a detailed budget for the project that includes items to be purchased, number needed, and cost per unit.

Fellow signature \_\_\_\_\_ Date \_\_\_\_\_

Partner Educator signature \_\_\_\_\_ Date \_\_\_\_\_

GK-12 Project Director approval \_\_\_\_\_ Date \_\_\_\_\_