

[Extension Unit
or Units]

[Date]

Innovation Fund Proposal

[Project Name]

[Submitted by:]

Project Summary

The summary should contain the following elements:

- The purpose and anticipated end result of this proposal
 - Current demographics of your community and programmatic implications
 - The total anticipated budget
 - Other information you deem pertinent
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Goals/Objectives

State the desired goals and objectives to address the needs stated above. Also include key benefits of reaching goals/objectives. Your goals need to be measurable. Preferably in both a quantitative and qualitative way. Data from your ES237 can be used as a measure for most projects (quantitative) and all projects can be documented and measured by stories, testimonials and photos (qualitative).

Goal 1

Goal 2

Goal 3

Goal 4

Goal 5

Procedures/Scope of Work

Provide detailed information about proposed procedures as refers to the Growing Kansas 4-H Through Collaboration and the Funding Criteria documents, if available, and the scope of work. Include information on activities such as recruiting, partnerships, networks, training, testing, and actual work required.

Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases and provide a schedule for each phase.

Year (or other measure)

Description of Work

Key Personnel and Partnerships

List the key personnel who will be responsible for the completion of the project, as well as, partners and alliances involved in the project.

Evaluation

Discuss how progress will be evaluated and reported to your 4-H PDC and Extension Board, State 4-H Office and the Kansas 4-H Foundation throughout until the completion of the project.

Signatures:

Extension Agent Serving as Primary Investigators:

Date:

Board Chair:

Date:

County/District Director:

Date:

Regional Director:

Date:
