

CHECKLIST FOR COMPLETE APPLICATION

Note:

- Applications must be submitted at least 2 months prior to the project start date.
- 1. Application Cover Sheet, Completed, and Signed**
- Please use the Center for Global Partnership (CGP) Application Cover Sheet
 - Original, handwritten signatures are required
- 2. Narrative Description of the Project**
- Include all of the following:
 - Project background, rationale and objectives
 - Participating organizations and individuals
 - Intended audience
 - Methodology including project activities and project timeline
 - Dissemination plan
 - Anticipated impact including number of people served, and outcomes/outputs
 - Status of preparation
 - Future plans for sustainability of the project
- 3. Detailed Project Budget**
- Please use the CGP Budget Template
 - A minimum of 20% of the total project budget must be from non-CGP sources
 - Indirect costs cannot be covered by CGP
 - Please send the excel file of the budget to CGP
- 4. Curricula Vitae**
- CVs for Project Director
 - CVs for all collaborators and key participants must be included
- 5. Institutional Information**
- 6. Proof of 501(c)(3) status**
- Include a copy of the official IRS determination letter showing the 501(c)(3) status of the applying institution
- 7. Letters from all Key Collaborating and Participating Organizations/Individuals (Optional)**
- Letters should clearly state the following:
 - Participation in the proposed project
 - Specific details of the collaboration and/or participation

PLEASE SUBMIT HARD COPIES OF THE SIGNED ORIGINAL PROPOSAL

Further details and to download required templates can be found through the following link: [Education Grant Program](#)