

# PROJECT IDEA WORKSHEET

## **WHEN** will the project be implemented?

- Which school year? Afterschool?
- Fall/Winter or Spring Term?

## **WHERE** in the school will the project be implemented?

Is the location physically ready now for the project?

## **WHAT** is your project idea?

- Explain



## **WHO** is involved?

- Which school(s)?
- Do you have Principal approval?
- Who is the lead in the project?
- Who are the partners?
- Which SDP 440 offices are involved?
- Who are the vendors/contractors?
- Who is fundraising?
- Who is writing grants?
- Staffing the project?
- Who is providing maintenance/stewardship?

## **WHY** does your school need this program?

- Is the project a priority for the Principal?

## **HOW** much will the project cost?

- Is the project for 1 year or multiple years?
- If a permanent project, how will sustainability be addressed?

## **HOW** will the project be implemented?

- Is it related to existing curriculum or is it a new curriculum?
- If the project has a teacher professional development component, how will it be provided?

| CHALLENGES | SOLUTION | PT. PERSON |
|------------|----------|------------|
| 1.         |          |            |
| 2.         |          |            |
| 3.         |          |            |
| 4.         |          |            |
| 5.         |          |            |

**Office of Grant Development**