PROJECT IDEA WORKSHEET

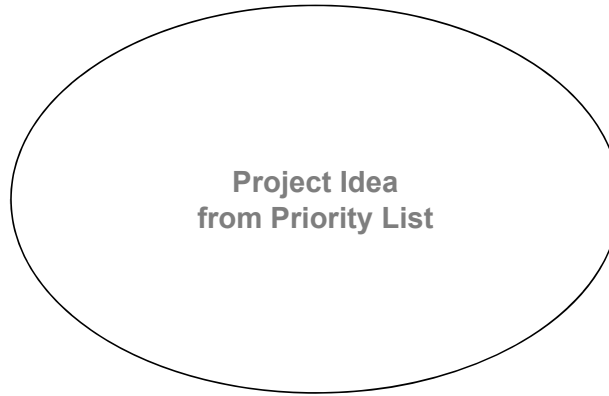**WHEN will the project be implemented?**

- 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

Project Idea
from Priority List

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?

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

Office of Grant Development

THE SCHOOL DISTRICT OF
PHILADELPHIA

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?