



Learning Project Application

Name of person submitting application _____
School or Institution Name: _____
School/Institution Address: _____
School System (Secondary): _____
School/Institution Phone: _____ School/Institution Fax: _____
Email: _____

Project Summary Information

Project Name: _____
Project Starting Date: _____ Ending Date: _____
Estimated Cost of Project \$ _____
(Should agree with Proposed Budget)

Signatures:

Signature & Date of Individual or Project Team Leader: _____
Signature & Date of Career & Technology Occupational Dean: _____
(Postsecondary)
Signature & Date of Principal, CTE Director, or Supervisor: _____
(Secondary)

Date Received:

Approved: _____ Denied: _____
Signature & Date of TIME Center Director: _____

Learning Project Statement of Work (SOW)

Applicant(s) Personal Information: Include the following personal information for applicant or team members (if applicable)

Name, Street Address, City & State, Phone Number and E-mail Address

If team members are from more than one school please supply the following Information:

Name, School Name, Street Address, City & State, Phone Number, E-mail Address and School System

If you plan on working with an Industry/Business Partner, please include the following information for each partner: *Company's Name, Representative, Work Title, Street Address, City/County & State, Phone*

Number and E-mail Address

Learning Project Description:

Describe the project giving information such as: 1) *the goal/objectives of what you wish to accomplish;* 2) *start and end date;* 3) *who will participate;* and 4) *when and where activities will be held.*

Outcome or Deliverables:

Describe what you will provide the TIME Center as a result of your project. (Final report, curriculum, lesson plans etc. Consider: *How will you measure your success? How many students will you impact as a result?*)

Activity to include:

Identify any specific activities designed to achieve goals – (*these may include: visits to companies, meetings between group members and organizations, research, observations, conferences, writing reports, etc...*)

Funds requested: \$ _____

Explain how the funds will be disbursed - Substitutes, Stipends, Travel, Materials, etc...