**2022-2023 SUTEP Grant Proposal**

Cover Page

|  |  |
| --- | --- |
| Project Title |  |
| Name of WCU Project Lead |  |
| WCU Project Lead Affiliation  (Department/School) |  |
| WCU Project Lead Email |  |
| WCU Project Lead Phone # |  |
| Name of LEA Project Lead  (if applicable) |  |
| LEA Project Lead School  (if applicable) |  |
| LEA Project Lead Email  (if applicable) |  |
| LEA Project Lead Phone #  (if applicable) |  |
| Additional Participants (include names and affiliations) |  |

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| --- | --- |
| **SUTEP Grant Goals** | Check goals that apply to your proposal. |
| 1. The enhancement of pre-service teacher and professional education |  |
| 1. Collaboration in P-12 regional partnership activities |  |
| 1. Faculty-to-faculty collaborative activities |  |

**Abstract**

**Project Narrative**

1. Rationale and Goals of the Activity/Project
2. Description of the Plan of Action (including a timeline)
3. Connections to the CEAP Strategic Plan
4. Potential for Enhancing CEAP Programs and Partnerships
5. Methods of Project Evaluation

**Budget Request**

*Funds may be requested for expenses directly related to the project, such as materials, supplies, student assistants, travel, honoraria, and printing. Note that these internal grants use state funds and can only be used in ways allowed by the state. Books must be purchased through the WCU Bookstore and you should get a written quote from them on price as you work on your budget request.* ***We are not able to purchase gift cards, food, or catering.*** *Funds from SUTEP grants may not support faculty or staff salaries. It may be possible to give small honorariums or stipends to P-12 or regional professionals and, possibly, pay faculty a small stipend for some work in June. Budget requests need to be itemized to clearly show how money will be spent.*

Narrative Overview of Budget Request

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Budget Request Details

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| Item Description | Cost | Is this for University Dept. or School Partner? |
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*Amount Requested to be Sent to University Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Amount Requested to be Sent to School Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Total Requested Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are requesting that a check be sent to a school partner, please provide the name and email for the school contact who will know about budgets.

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**SUTEP Grant Proposal Signature Page**

I have written or read this grant proposal and, if funded, I will support implementation of this project. I understand and will follow (and/or support the following of) the requirements and procedures explained in the 2022-2023 SUTEP Grant Request for Proposals.

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| --- | --- | --- |
| **Title** | **Printed Name** | **Signature** |
| Project Lead, WCU |  |  |
| WCU Department Head/Supervisor |  |  |
| Project Lead, LEA  (if applicable) |  |  |
| LEA Principal  (if applicable) |  |  |