

OSU CARES Seed Grants 2016 Application Form

- You MUST use this form to submit your proposal. Please refer to the [Grant RFP](#) for more details as necessary.
- Do not forget to save your file on your computer as you work. You will be compiling all documents into one PDF document upon submission. Please print/save to PDF rather than scanning documents when possible.
- Be sure to complete the Checklist at the end of the Application.

COVER PAGE

A.) Title of Grant:

B.) Area(s) to which the project relates (check ALL that apply):

OSU Extension Impact Areas:

- Strengthening Families and Communities
- Preparing Youth for Success
- Enhancing Agriculture and the Environment
- Advancing Employment and Income Opportunities

OSU Discovery Themes

- Energy and Environment
- Food Production and Security
- Health and Wellness
- Humanities and Arts

Your College Strategic Goals (if appropriate)

College:

- Strategic Goal(s):

C.) Primary Author Information:

Name:

Title:

Department:

College/Unit/Organization:

Address:

Phone:

E-mail:

Co-Primary Author Information (if applicable):

Name:

Title:

Department:

College/Unit/Organization:

Address:

Phone:

E-mail:

More Primary Authors, if Applicable: Please include **all** information as above.

D.) Other Team Members/Partners:

Name:

Title:
Department:
College/Unit/Organization:
Address:
E-mail:
Phone:
1-2 sentence explanation of their involvement with the grant:

Name:
Title:
Department:
College/Unit/Organization:
Address:
E-mail:
Phone:
1-2 sentence explanation of their involvement with the grant:

More Team Members/Partners, if Applicable: Please include **all** information as above.

E.) Attach an approval email from primary author's supervisor – paragraph stating that they have reviewed and support the grant application and approve the budget (see Checklist).

NARRATIVE QUESTIONS

(8 PAGES MAXIMUM – See [grant RFP](#) for more details)

- 1. Program Abstract**
 - a. Brief Abstract (250 words maximum)
 - b. Project Overview
- 2. Overall Program Goals and Objectives**
- 3. Program Evaluation/Program Outcomes**
- 4. How Will the Grant Help Formalize a Partnership?**
- 5. Members of Interdisciplinary Team/Involvement**
- 6. How Will the Grant Leverage Support for Longer-Term Impact and Sustainability/Future Plans**
- 7. Project Timeline**

8. Budget Table
Grant Title:
Primary Author:
<i>Note:</i> Supervisor's approval email (please attach) should reference approval of this budget

Budget Category (explanation)	Total Project Expenses Covered by the Grant	Total Project Expenses Paid by Cash Match* Contribution (10%)	Total Project Expenses Paid by In-Kind Match Contribution (20%)	Total Project Expenses
<i>Example: Printing Expenses - Program Brochures</i>	<i>e.g. \$25,000</i>	<i>e.g. \$2,500</i>	<i>e.g. \$5,000</i>	<i>e.g. \$32,500</i>
Cost Recovery				
Totals				
*Identify Sources for Cash Match and include Letters of Commitment:				

9. Budget Narrative

CHECKLIST FOR GRANT APPLICATION

Proposals due February 3, 2016 4:00pm

Grant Application – Includes Cover Page, Narrative, Budget & Checklist (Narrative & Budget should equal no more than 8 pages)

Appendices:

Email from primary author's supervisor – paragraph stating that they have reviewed and support the grant application and approve the budget (see Cover Page, Item E)

Logic Model (Optional, See Narrative Question 3) – *Does not count as part of the 8 page limit.*

Letters of commitment from match sources (see Budget Table, Question 8)

Other Attachments (please list):

To Complete Application:

- Combine ALL of the above** (Application and Appendices) into **one PDF document** and submit to osucare@osu.edu
- It is preferred that the entire application be submitted as one electronic copy with all parts included. If that is not possible due to size, please clearly label and submit as multiple files/e-mails (*Part 1 of 3*, etc.).
 - Please print or save to PDF rather than scanning, if possible. Only non-electronic documents should be scanned and added to the electronic copy. If you do not have Adobe Acrobat or another PDF Writer and are an OSU faculty, staff, or student, you are eligible to download Adobe Acrobat for free at ocio.osu.edu/software/adobe-ela. Alternatively, you may follow this link for a free download: cutepdf.com.

Thank you for your submission.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OSU CARES
(COMMUNITY ACCESS TO RESOURCES
AND EDUCATIONAL SERVICES)