Top of Form

Area 3 Competitive Program Proposal

* Area 3 provides funding for Competitive Programs that add value to APA membership and serve the APA Area 3 members.
* Although the Area 3 Council allocates the amount of money for a Competitive Program based on a recommendation by the Area 3 Committee of Program Evaluation (COPE), the proposal should include an estimated budget with a total amount requested (maximum $4,500).
* Proposals are judged on the following: innovative programs or projects targeting members or potential members, which may include the use of technology, new ideas or services; quantifiable outcomes, including evaluation/overall satisfaction survey from program/project participants; appropriate documentation of the activity/project including the specific use of funds; feasibility of the project replication by SAs and other DBs; and the sustainability of the program/project.

Program Requester Information

* Name of DB: \*

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|   |

* Primary Contact Name: \*

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |

* Primary Contact Title: \*

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|  |

* Primary Contact Email: \*

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Description of Program/Project

Please provide a brief summary of the proposed project, with relevant details: \*

* Explanation of Overall Project: \* (150 words or less)

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* Significance of project for DB/SA: \* (150 words or less)

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* Projected Goals and Outcome: \* (100 words or less)

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* Involvement of DB/SA Members and/or Staff: \* (100 words or less)

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Description of Program/Project

**Timeline for Program/Project & Completion Date**

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated Start Date of Program / Project |  | Estimated Completion Date of Program / Project |  |

**Budget Summary**

|  |  |
| --- | --- |
| * Amount Requested: \* (Maximum = $4,5000)
 | Are there other sources of funding, including DB contribution, APA grant, other grant? (Please check one.) |
|  | YES \_\_\_\_ | NO \_\_\_\_ |

* If yes, please explain:

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**DB/State Association Sharing**

* Do you anticipate developing material that can be easily and economically shared with other DBs or SA? \* (Please check one below.)

Yes \_\_\_\_ No \_\_\_\_

* If yes, please explain:

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* **Budget Breakdown**
* Use the chart below to outline your projected expenses for your proposed project. Please justify as much as possible when outlining the information (i.e., Staffing Costs = hours x cost per hour, travel expenses, etc.)

|  |  |  |
| --- | --- | --- |
|  | Specific Information | Amount Requested |
| Staffing Cost (hours x cost per hour) |  |  |
| Printing (# copies x cost per copy) |  |  |
| Office Supplies |  |  |
| Phone/Fax |  |  |
| Travel |  |  |
| Meal Expenses |  |  |
| Meeting Expenses |  |  |
| Training |  |  |
| Evaluation |  |  |
| Internet/Digital |  |  |
| Other (Please list below.) |  |  |
| Total |  |  |

Please enter "other" details here:

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* Other Funding Sources (if applicable)

|  |  |  |
| --- | --- | --- |
|  | Specific Information | Amount Requested |
| Staffing Cost (hours x cost per hour) |  |  |
| Printing (# copies x cost per copy) |  |  |
| Office Supplies |  |  |
| Phone/Fax |  |  |
| Travel |  |  |
| Meal Expenses |  |  |
| Meeting Expenses |  |  |
| Training |  |  |
| Evaluation |  |  |
| Internet/Digital |  |  |
| Other (Please list below.) |  |  |
| Total |  |  |

* Please enter "other" details here:

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| --- |
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Any pertinent documents in .docx may accompany this submission.