

## QSM Grant Applicant Completion Checklist

Project Overview	
Standards Sources	<input type="checkbox"/> Sources of Standard Identified
Standards Outline	<input type="checkbox"/> Standards Listed <input type="checkbox"/> Student Actions Listed <input type="checkbox"/> Evaluation Method(s) Listed
Project Summary	<input type="checkbox"/> Provides a clear and concise summary of the project
Rationale	
Rationale	<input type="checkbox"/> Motivating factor is clear and concise <input type="checkbox"/> Motivating factor evidence is presented
Project Description	
Timeline	<input type="checkbox"/> Time frame is reasonable and within grant requirements <input type="checkbox"/> Aligns to project
Description	<input type="checkbox"/> Instructional plan and activities are well described, providing a clear vision of the project <input type="checkbox"/> Plan includes evidence that project adequately aligns with selected standards <input type="checkbox"/> Description shows evidence of how items requested will be used to increase students' knowledge, skills and/or practices <input type="checkbox"/> Project description shows evidence of subject and grade level appropriateness <input type="checkbox"/> All major budgetary items are included in the description narrative <input type="checkbox"/> Student use of requested budgetary items well described <input type="checkbox"/> Quantity of budget items requested is reasonable for implementation of the project
Evaluation	
Evaluation Tools	<input type="checkbox"/> Presents assessment tools used to identify students' baseline skill(s), content knowledge, and/or practice(s) prior to implementing the proposed project in the classroom. <input type="checkbox"/> Assessment tools used during and after project implementation are described
Target outcome & criteria	<input type="checkbox"/> Target outcome included <input type="checkbox"/> Provides criteria for determining success
Budget	
Budget	<input type="checkbox"/> Budget aligns to standards and student actions <input type="checkbox"/> Budget includes necessary items for successful implementation The total of QSM Eligible Items requested does not include restricted items. QSM Ineligible items includes, but is not limited to, furniture, fixed assets, TV/utility carts, computer desks, subscriptions, tickets, consumables, and learning kits that are mostly consumables <input type="checkbox"/> Explanation of how QSM Ineligible Items/over budgeted items will be funded is provided (if necessary)
Overall	
Writing	<input type="checkbox"/> Clear and concise writing <input type="checkbox"/> Grammar, mechanics and spelling
Disqualifications	<input type="checkbox"/> Proposal has all required components <input type="checkbox"/> Proposal is not plagiarized <input type="checkbox"/> Proposal does not include any identifying information within the responses in the Application and Budget sections. This includes any mention of names, schools, parishes, districts, or towns. <input type="checkbox"/> Proposal does not violate the State's policy regarding use of confidential student data or imply the knowledge of the content of an assessment beyond what has been provided by the governing agency.