

CHRISTMAS TREE PROMOTION BOARD

(Also Known as the Real Christmas Tree Board)

RESEARCH PROPOSAL TEMPLATE

Page size for the narrative must be 8.5 inches by 11 inches. The acceptable font size is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

Name of Organization:

Address:

City, State, ZIP:

Employer Identification Number:

DUNS Number:

Project Lead:

Collaborating Organizations:

Telephone:

Email:

PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

REQUESTED AMOUNT

DURATION OF PROJECT & PROJECT TIMELINE

Start Date:

End Date:

PROJECT SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief description of your project. A Project Summary includes:

The name of the applicant organization that, if awarded a grant, will establish an agreement or contractual relationship with the Christmas Tree Promotion Board

- 1. A concise outline the project's outcome(s), and*
- 2. A description of the general tasks to be completed during the project period to fulfill this goal.*

PROJECT PURPOSE AND BACKGROUND NARRATIVE

Provide the specific issue, problem or need that the project will address. Provide a brief literature review of previous research relevant to project objectives and information to support the need for this project.

PROJECT METHODS

Provide a brief description of methodology used to complete this project.

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Objective 1

Objective 2

Objective 3

Objective 4

Add other objectives as necessary

CONTINUATION PROJECT INFORMATION

If your project is continuing the efforts of a previously funded CTPB project, address the following:

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED OR POTENTIAL PROJECT IMPROVEMENTS

What was previously learned from implementing this project, including potential improvements?

How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER GRANT PROGRAMS

Identify the grant program(s).

Briefly describe how the CTPB project differs from or supplements the other grant program(s) efforts.

EXTERNAL PROJECT SUPPORT

Describe the other stakeholders who support this project and why (other than the applicant and organizations involved in the project). Do not include letters of support in this section, they should be sent as a PDF with the application.

EXPECTED MEASURABLE OUTCOMES

BUDGET SUMMARY AND NARRATIVE

Summary:

*All expenses described in this Budget must be associated with expenses that will be covered by the CTPB. **The CTPB does not pay indirect costs.***

When completing the budget, please provide figures rounded to the nearest dollar.

If multi-year proposal, annual budget should be presented for each year.

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Subtotal	
Total Costs	

Narrative:

Include a time schedule of the major steps outlined in the proposal with a brief budget explanation and justification (for each budgetary line item).

