



National Principals Association Student Service Grant Planning Tool

Project Overview

1. **Project Title:** Provide a short title that summarizes your project, community being served, and/or its objectives (e.g., Winding River Green Student Initiative: Local Park Renovation; Building Community Relationships through Art).

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2. **Problem Statement:** What is the school or community need that your project is addressing? Briefly describe the problem and its impact on your community (*150-word maximum*).

3. **Project Summary:** How do you plan to address the problem? Describe the steps you will take to make progress towards or solve the problem you identified, including specific actions, resources, and community involvement (*250-word maximum*).

Project Overview *(continued)*

4. **Project Objectives:** What are the objectives of your project? Your objectives should outline what you aim to accomplish and be specific, measurable, achievable, relevant, and time-bound (SMART). You will use your objectives to measure the success of your project. You must include three objectives (*75-word maximum per objective*).

1.

2.

3.

Project Plan

1. **Timeline:** What are the approximate start and end dates for your project? Share a start date for planning the project and an estimated end date for when the project will be completed. Projects must be completed between **February 15–May 14, 2027**, to utilize service grant funds.

   Start Date: _____ End Date: _____

2. **Funding:** Service grants are available in funding amounts ranging from $200 to $3,000. Check the amount of funding you would like to request with your application.

   ☐ **$200** ☐ **$400** ☐ **$600** ☐ **$800** ☐ **$1,000**

   ☐ **$1,500** ☐ **$2,000** ☐ **$2,500** ☐ **$3,000**

Project Plan *(continued)*

3. **Budget:** Please provide a detailed account of how you intend to allocate the requested funds. Include the name of the expense, a brief description, and its dollar value. The budget must match your requested level of funding. Other expenses which are not part of your funding request do not need to be included here.

	Expense Name	Description	Dollar Amount ($)
1			$
2			$
3			$
4			$
5			$
6			$

4. **Additional Funding:** Will your project require additional funds outside of this grant request? ☐ **Yes** ☐ **No**

   4a. If yes, how will you secure the additional funds? _____

   4b. If yes, how will you adapt your project if you are unable to secure the additional funds?

   _____

5. Please explain how you calculated your estimates to ensure they are realistic and achievable.

6. How many people do you estimate will directly benefit from your project? _____

7. How many other students do you estimate will be involved in the planning and/or execution of this project? _____

8. How many community members, volunteers, or partners other than students will be involved in the planning and/or execution of this project? _____

9. Are you partnering with any organizations in your community on this project? ☐ **Yes** ☐ **No**

   9a. If yes, which organization? Have you confirmed that they are available and interested in supporting you to meet your objectives, timeline, and budget?

   ☐ **Yes** ☐ **No** **Organization Name:** _____

10. How do you plan to get other students and community members involved and interested in your project?

Personal Reflection

1. Why is this project meaningful to you? How does it connect to your personal interests or goals (*250 word maximum*)?

2. What relevant leadership experience or skills will you apply to this project? Have you led or participated in other community service projects that helped prepare you for this one (*250 word maximum*)?

3. Will you still move forward with the project if you do not receive a service grant? ☐ **Yes** ☐ **No**

   3a. How will your project plan change if you do not receive a service grant?

Project Checklist

- [ ] My problem statement is clear, introduces my community to the reader, and explains the need in my community.
- [ ] My project summary addresses the need outlined in the problem statement—it scope, timeline, and budget are realistic.
- [ ] My expected outcomes are outlined in SMART objectives (specific, measurable, achievable, relevant, and time-bound).
- [ ] My project timeline includes key milestones and deadlines, including a project end date between **February 15–May 14, 2027**.
- [ ] My budget is realistic and based on actual anticipated expenses, which I have researched.
- [ ] I have reviewed my project proposal with my program adviser.
- [ ] I have informed my program adviser that they will be asked to complete a form confirming that they have met with me about the project proposal and its feasibility and impact.
- [ ] I have confirmed that I am eligible to apply for a National Principals Association Student Service Grant as an eligible NEHS, NJHS, NHS, or NASC applicant.
- [ ] I have reviewed my project proposal with my school principal.
- [ ] I have informed my school principal that they will be asked to complete a form with information about our school and confirmation that they have met with me about the project proposal and its feasibility and impact.
- [ ] I understand the grant funding, which I will be able to access for the items outlined in my budget, will be sent directly to my school and have confirmed that my school can receive it.