

SEAC PUBLIC OUTREACH GRANT APPLICATION

Application should be limited to no more than **6 pages**; except for *Addendum* items, which may be included as supporting details. Type size should be no less than **11 point**; double-space between paragraphs.

Please write a narrative describing your project, as outlined below.

Email submissions are preferred. If mail is used, please provide **4 copies** of application and all attachments.

Email or mail the completed application to the current Public Outreach Grant committee chair. Contact information for this person, and the other members of the committee, can be found at <https://www.southeasternarchaeology.org/about/standing-committees/>.

Applications must be received (not just postmarked) by **December 1**. It is the responsibility of the applicant to use a mailing method that will guarantee delivery by the deadline. Applications that arrive after the deadline may not be reviewed.

Page 1 (limit 4 items below to page 1 of the application)

A-Title of Project

B-Person/Agency Applying for Grant

Include contact name, address, phone number, and email address.

C-List of Principals

Include name, affiliation, and project job title of principal individuals involved in project, if different from or in addition to contact person. This also should include guest speakers or presenters, but do not exceed the allotted page. Include names of other agencies or organizations if project is cosponsored.

D-Proposed Grant Period

Include estimated planning period (time line) and program dates. A list of activities or program schedule (calendar), if appropriate, may be included on a separate page.

Pages 2-3 (limit to no more than 2 pages)

E-Description of Project

Describe your proposed project, workshop, exhibit, publication, etc. Include a general overview, project objectives (i.e., what you hope to achieve or accomplish with your project), and specific details. Your project will be judged on the content you provide, so please be specific.

Addendum

You may include a sample of content details, such as a list of book chapters, program for a workshop, outline of printed materials for distribution, list of artifacts for an exhibit, etc., as applicable. Addendum items should not exceed 3 additional pages.

Page 4 (limit 3 items below to page 4 of the application)

F-Audience

Describe the target audience and the expected number to be served.

G-Plan for Publicity

Describe your plan for advertising the project to the target audience.

H-Distribution Plan and Project Follow-up

If a book, video, CD, or other product is produced, describe your plan for distributing the product. If the project is a program, workshop, etc., describe any follow-up contact or activities that are planned. Include information on whether this is a pilot project or part of a long-term project.

Page 5 (limit 2 items below to page 5 of the application)

I-Evaluation Plan

Describe your specific evaluation plan and how it corresponds to your project objectives. Include the criteria by which success will be measured.

J-Evaluation Team

Include names and affiliations of your evaluation team. (We recommend the evaluation team consist of at least 3 persons, including a project member, an audience member, and an independent evaluator.)

Addendum

You may include a copy of an evaluation questionnaire, if applicable.

Page 6 (limit to no more than 1 page)

K-Estimate of Expenses and Matches

Describe how the grant money will be used to fund your project. An itemized list of anticipated expenses may be included, but a general description or brief list is sufficient. Describe any matching funds or in-kind services, but again a general description or brief list is sufficient.