

## **EDUCATIONAL/TRAINING INITIATIVE PROPOSAL CHECKLIST**

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Complete proposals will include detailed information about the applicant and funding request, a proposal narrative, a budget, and other required forms and attachments. Incomplete proposals will not be considered for funding. It is recommended that you use the checklist below to assemble all the required components of your proposal before you begin. All proposals must be submitted online.

### **APPLICANT INFORMATION**

- ☐ Name and title of the contact person for your proposal.
- ☐ Information (physical address, email address, and phone number) for the contact person for your proposal.
- ☐ Name of the organization supporting the proposal.
- ☐ Information (physical address, website, and social media accounts) for the organization supporting the proposal.
- ☐ Nonprofit status of the organization supporting the proposal.

### **PROPOSED EDUCATIONAL/TRAINING INITIATIVE INFORMATION**

- ☐ Proposed education/training initiative details (educational/training project name, format (face-to-face/virtual/hybrid), location).
- ☐ Narrative description of the educational or training initiative that includes.
  - A statement of the project's mission or purpose.
  - A description of the program's desired learning outcomes
  - A description of how the educational or training initiative will foster a more diverse, equitable, and inclusive craft beer community.
  - A description of the target audience for the media product.
- ☐ Evidence supporting ability to successfully execute the proposed training or educational program.
- ☐ An outline of the proposed curriculum, topics, or sample educational materials.
- ☐ A marketing/recruitment plan.

### **FUNDING REQUEST INFORMATION**

- ☐ Description of the anticipated impact of the award on the proposed event, project, or initiative.
- ☐ Requested funding amount (requests may not exceed 25 percent of the proposed budget and may be awarded up to \$5,000).
- ☐ Proposed event budget.

### **COVID-19 ADDENDUM**

- ☐ Provide a plan for meeting venue-based, municipal, county, state, and federal guidelines for COVID-19 precautions when applicable.