

## **PEP PROPOSAL/GRANT LETTER REQUEST - CHECKLIST**

### First paragraph includes:

- Introduce yourself (name, grade/age, interests)
- Your big overall topic and explain your interest in this topic
- Your driving question
- Your product idea (what you would like to make or do)

### Middle paragraph includes:

- Tell what research that will need to be done
- Explanation of how you plan to create/make/deliver your intended product
- An estimation of how much time you'll need to finish what you want to do
- \*If you are requesting money (up to \$50), an explanation of probable expenses
- \*Specific pricing of items for which to be reimbursed (up to \$50) with evidence of research into expenses and costs

### Last paragraph includes:

- An explanation of anticipated self-improvement/growth from this experience, or what is hoped to be able to take away from doing the PEP project
- Thanks to the CCS Fund for Excellence for considering the idea/proposal

### **Remember:**

- Write formally (avoid contractions, abbreviations, slang, etc.) Remember who you are writing to (the CCS Fund for Excellence), and why you are writing to them.
- Use correct grammar and spelling. Edit!
- Be as specific as possible; give details and/or examples; be direct.
- Nothing is guaranteed, so write with an understanding that you may NOT be granted your request(s).