



[Application Guidelines](#)

To discuss your application or for technical assistance with the submission of your proposal, contact the [program coordinator](#).

Review the Guidelines before starting and submitting your proposal. You are responsible for providing all the required information when submitting your proposal. You will be required to input information on a project budget on the proposal form. You will then complete and upload your project proposal and submit the required financial documents and support materials.

Documents and Information Required:

- IRS W9 for with applicant Entity's EIN Tax ID number
- [Supplier Information Request Form](#)
- Narrative questions to be answered along with project details, supporting documents, and an itemized proposal quote

[Applicant Organization](#)

- Entity Name
- Entity Website
- Incorporation Status
- Primary Entity Type
- Secondary Entity Type

[Authorizing Official](#)

The authorizing official for organizations is usually the president, executive director or board chair. This person has the authority to commit funds on behalf of the applicant organization and to certify that the organization is in compliance with laws regarding nondiscrimination and fair labor standards.

[Project Director](#)

The project director is the individual responsible for the implementation of the project. The project director will be the Portrait liaison.

- Email address
- Phone
- Year established
- Employer Identification Number (EIN)
- W9 Form
- Mailing Address
- School District

Project Information

Pilot Projects will be funded up to \$15,000. The application deadline is December 5, 2023. The period of performance is March 1, 2024, through July 31, 2024.

- Project Title
- Amount of Request
- Performance Period Date Range
- Brief Description of Project (500 Characters)
- Dates, and Locations of Project Events (1000 Characters)

Project Narrative (Text, slideshow, and/or video submissions accepted)

Applicant Story

Briefly summarize your organization's mission, history, and current operations. (750 char)

Project Summary

Describe your proposed project; specific activities being proposed including format, dates, and locations. (1000 Char)

What are the project's objectives? (750 char)

What Portrait-aligned areas are addressed by the proposed project? (500 char)

What results are intended by the proposed project? What deliverables are expected upon completion of the Period of Performance? (500 Char)

Learners Centered

Whom in the Nevada Learner community do you intend your project to serve? Are there specific groups, areas of affinity, or grade levels? (500 char)

Do you serve or are you led by members of historically under-resourced communities? If so, how do members of these communities participate in planning? (500 char)

Problems Solved

Does the proposed project address a greater community need? (500 char)

Does the proposed project address an educator's need? (500 char)

Is the program's impact sustainable beyond the initial period of performance? (500)

Evaluation and Measurement

Explain how you will evaluate your project and how you will measure your effectiveness in realizing your objectives. (1500 char)

Project Partners

List your educational partner(s) on the proposed project. (500 char)

If applicable, describe the involvement of additional community partners in the implementation of the project. (Note for Fiscal Agents: List INDIVIDUALS whom you represent here). (1000 char)

Partner Agreements

Provide letters or emails confirming support from proposed project partners.

Collaborator Biographies

Provide brief biographies for the project director, education partners, and key individuals involved in the project, detailing their roles and qualifications for performing them. (2000)

Quote Requirements

Projects will be funded up to \$15,000. Note: Food and drink are not eligible expenses.

List line items for the following project expense categories where applicable:

- Project management fee
- Artistic fees
- Contracted student personnel
- Other contracted services
- Facilities
- Supplies
- Marketing
- Other costs (specify with further notes)

Optional Supplemental Materials

Up to three letters of support from learners and educators, or work samples, may be included with the proposal – submission is optional. Please do not attach resumes.

Review and Award Criteria

Proposal submissions will be processed by Teach for America staff and evaluated by a committee of Learning Network members, which will make recommendations for approval.

Applications will be evaluated in the context of the overall pool of requests, considering:

- Alignment of opportunities with the Portrait's vision for empowering, connecting, impacting, and thriving experiences
- Clarity of the proposed project's objectives and intended results
- Feasibility of the project plan
- The extent of expected community impact
- Strength of the organization's public facing programming
- Reach of service to underserved residents
- Efficacy of the proposed evaluation strategies
- Qualifications of personnel and project partners
- The accuracy and completeness of the proposal

Approved projects will be announced in December 2023.

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Distribution of Funds

Project Grant recipients may request up to 50% of the awarded funds upon contract execution, 25 % upon submission of the mid-term report, and the remainder 25% upon approval of the final report. Please include your proposed payment schedule in the budget narrative of your proposal.

Reporting

Organizations will be required to sign an agreement upon notification of funding. Funds will not be disbursed until an executed agreement and an invoice are returned to the Portrait program coordinator. Submission of a midterm report, along with participation in a culminating event and reflective feedback session in August 2024 following the Period of Performance are required. A final report confirming and describing the use of funds will be due on or before July 31, 2024.

Final reports will include:

- Project Evaluation: description of what your project was and its intended impact; description of the project's education partners and the nature of their involvement in the project; number of community partners involved in the project; primary Learner groups (both young people and others within the community) served by the project; description of your evaluation strategies; lessons learned; and your project's impact.

- Project Work Summary: complete list of all project activities including dates, titles, locations, URL links; number of "live" or in-person events; number of "non-live" events; number of attendees for "live" or in-person events; number of audience members for "non-live" events; project activity types; noting activities that align with Portrait areas; the project's promotional materials.

- Final Project Budget: completion of the final project budget form; budget summary; final invoice for remaining balance of approved proposal.

Acknowledgment of Support

Recipients of funds must acknowledge the Nevada Future of Learning Network, a Nevada Department of Education initiative, partners in all printed and electronic materials related to the program, including advertisements and publicity materials, and whenever written or verbal presentations are made by including the credit line and logos provided.