



**U.S. DEPARTMENT OF COMMERCE**  
**2005 PIONEER FUND**  
**GRANT APPLICATION**

1. APPLICANT NAME(S):

2. BUREAU AND IMMEDIATE OFFICE:

3. SUPERVISOR'S NAME & TITLE:

4. IF THE PROJECT IS NOT WITHIN YOUR IMMEDIATE OFFICE, INDICATE THE NAME & TITLE OF THE APPROVING OFFICIAL (SEE INSTRUCTIONS):

5. CONTACT INFORMATION  
MAILING ADDRESS:

PHONE:

FAX:

E-MAIL:

6. DESCRIPTIVE TITLE OF PROJECT:

7. PROJECT DESCRIPTION: Provide a one-paragraph summary of your project and attach a more detailed narrative – not to exceed five pages --- that fully addresses the grant criteria (1. Innovation, 2. Improvement, 3. Feasibility, and 4. Monitoring)

8. ESTIMATED DURATION OF THE PROJECT:

START DATE:

ENDING DATE:

9. PROJECT FUNDING:
- a. AMOUNT REQUESTED FROM THE PIONEER FUND: \$
- b. AMOUNT YOUR ORGANIZATION WILL CONTRIBUTE:  
(INCLUDING SALARIES) \$
- c. AMOUNT AVAILABLE FROM OTHER SOURCE(S)  
(PLEASE SPECIFY SOURCE AND AMOUNT PER SOURCE): \$
- d. TOTAL ESTIMATED COST OF THE PROJECT: \$

10. ESTIMATED EXPENSES: List your estimated project expenses below and attach a brief budget narrative providing additional detail, e.g., personnel needed, breakdown of equipment costs, supply costs, etc.

Budget Categories	Pioneer Fund	Organization	Other Source(s)	Total
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Other (specify)				
Total				

APPLICANT'S SIGNATURE AND DATE: If more than one person is applying, each applicant's must sign.

SUPERVISOR'S SIGNATURE AND DATE: If there are multiple applicants who do report different supervisors, each supervisor must sign.

APPROVING OFFICIAL'S SIGNATURE AND DATE: If the project will be overseen by a manager who is not the supervisor of at least one applicant, the approving official must sign below.

## INSTRUCTIONS FOR APPLICANTS

The Pioneer Fund provides investment capital in amounts up to \$50,000 for innovative ideas that turn relatively small amounts of money into cost-effective improvements in quality, productivity, and customer service. Any Commerce employee or group of employees may apply for a grant to fund an initiative that is supported by their organization but does not have full funding. Please follow these instructions when preparing an application:

<b>1. Applicant Name(s)</b>	One or more employees may submit an application. If you are submitting the idea as part of a group, please list the names of all members of the group.
<b>2. Bureau and Immediate Office</b>	Enter the bureau and immediate office where you work. If there is more than one applicant, indicate where each applicant works.
<b>3. Supervisor's Name &amp; Title</b>	Enter the name and title of your immediate supervisor(s). You are responsible for working out any issues with your supervisor(s) relating to time spent on the project, priorities assigned to this project and your other work assignments, and other workplace issues.
<b>4. Approving Official's Name &amp; Title</b>	If the project will be overseen by a manager who is not the supervisor of at least one applicant, enter the name and title of this official. The Approving Official must be able to assist you with the program as necessary, and be able to either take over or reassign the responsibility of your grant if you leave your position.
<b>5. Contact Information</b>	Provide contact information for all applicants.
<b>6. Descriptive Title of Project</b>	Assign your project a short descriptive name for easy reference.
<b>7. Project Description</b>	Provide a one-paragraph description of the project and attach a more detailed narrative (no more than five pages). Your narrative should address how your proposal meets the grant criteria listed on the next page.
<b>8. Estimated Duration of Project</b>	Enter the projected start date of the project and the date you expect to complete the project. Include the amount of time needed to assess whether the project has met your success criteria.
<b>9. Project Funding</b>	Enter your estimate of the total cost of the project, the amount you are requesting from the Pioneer Fund and funding (including salaries and supplies) to be provided by your organization and other sources.
<b>10. Estimated Expenses</b>	Explain how you will use funds from the Pioneer Fund and other sources. An itemized list of expenses is not necessary, but the reviewers will look to see that you have thoughtfully planned how you will use the grant and other project funding.

## Grant Criteria

- 1. Innovation.**  
How the project represents a new and fresh way of doing business for your organization.
- 2. Improvement.**  
How the project is expected to improve productivity, or improve the quality of services or products, or how it will enhance customer service.
- 3. Feasibility.**  
Whether the project can be carried out using the proposed methodology and within the proposed time frames.
- 4. Monitoring.**  
Whether you have defined success criteria (measures you will use to determine if the project has achieved the desired benefits) and a plan for monitoring the project accordingly.

## Use of Grant Funds

Grant money may not be used to fund Commerce employees' salaries, student stipends, travel to conferences, or contractual services.

## Reporting Requirements

If you are awarded a grant, you will be asked to submit reports at the end of the Fiscal Year and at the completion of the project, which detail how the money was spent and summarize the results of your project monitoring. Reports are submitted to the Pioneer Fund, with copies to your supervisor, the project's approving official, and the head of your Bureau. You will also be asked to provide information on your project for the Pioneer Fund website and other publicity efforts.

## Submitting Your Application

Applications for FY 2005 Pioneer Fund grants must be received by midnight E.S.T. on October 15, 2004.

<b>By Mail:</b>	Pioneer Fund Office of Management and Organization U.S. Department of Commerce 1401 Constitution Avenue, N.W., Room 5327 Washington, D.C. 20230
<b>By Fax:</b>	202/482-1423
<b>By E-Mail:</b>	E-mail application to <a href="mailto:jcarlyle@doc.gov">jcarlyle@doc.gov</a> ; have your supervisor and the approving official indicate their approval by e-mail to the same address, indicating the descriptive title of the project.

**For additional information, assistance, or to request reasonable accommodations needed to apply for a grant,** contact Jamie Carlyle, Pioneer Fund Program Manager, Office of Management and Organization. Phone: 202/482-0874 (TTY Users may call via the Federal Relay Service (FRS) at 1-800-877-8339.) E-Mail: [jcarlyle@doc.gov](mailto:jcarlyle@doc.gov).

Additional Information is also available on the web at [www.osec.doc.gov/pioneer](http://www.osec.doc.gov/pioneer).