

## ING Application Cheat Sheet

**First things first!** Ask a school official to write a letter giving you permission to compile student data and share it with NASPE/ING. To view a sample of this letter please visit: [www.naspeinfo.org/run](http://www.naspeinfo.org/run). In the meantime, get started filling out your application! Please see helpful hints and information required to complete your application in seven (7) easy steps.

### Step 1 – Begin Your Application

- School Name
- Submitter's Name and Email Address

### Step 2 – People

- Submitter's Name and Title
- School Principal's Name and Email.

### Step 3 – School Information

- School Name, Phone, Address, Student Demographics
- Total Enrollment & Total Enrollment per grade level
- Percentage of students on free & reduce priced lunch
- Running program philosophy & goals, length in weeks, days per week, number of students participating (min 25), where the program will meet (indoors or outdoors), and how you plan to promote community involvement.

#### **You will also be required to answer the following questions about your program**

- Describe your vision for how long you will adopt the ING RFSB program in your school either by using the sample materials provided (i.e. activity plans and culminating event models) and/or using your own ideas.
- Describe in detail your anticipated culminating event and how training/activity plans will help your students reach their running goals and complete the culminating event.
- How do you anticipate that the ING RFSB program will improve the quality of student learning, self-esteem or empowerment and physical activity? How will the ING RFSB program benefit your school and/or community? Please describe any challenges you foresee with implementing this program in your school and explain how you plan on overcoming these challenges.

### Step 4 – Use of Funds

- You will need to complete a budget chart. Be prepared to itemize (approximately) how the funds will be used (e.g. staffing, t-shirts, transportation, participation awards, collateral materials, etc.) using either percentages or dollar amounts. \*One hundred percent of the money must support and/or sustain a school based running program.
- Please explain the reasoning behind why the funds were allocated as they were in the above chart.

### Step 5 – Documents

- In this section you will be required to upload two (2) documents. One being a cover letter written by the submitter describing the intentions for applying for the grant as well as the 8 week running program, and the other being a letter written by a school official giving you permission to compile student data and share it with NASPE/ING. To view samples of each please visit: [www.naspeinfo.org/run](http://www.naspeinfo.org/run)

### Step 6 – Signatures

- Verify that all information provided is correct and all policies are understood.

### Step 7 – Confirmation

- This section verifies that you have completed the application for your records.

*On your mark, get set,  
give them a healthy start.*

