

Express Grant Sample: A Podcasting Mobile Lab

2025 Fall Grant Cycle-SAMPLE

John Applicant

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Grant Project Information

Grant Abstract*

Provide a short summary paragraph of your grant project. For examples, see the grant summaries on our [website](#).

This grant will fund the purchase of podcasting equipment and materials to establish a mobile podcast lab at High Rock to foster student creativity, collaboration, and technological skills. Over the past few years, audio recording has become an increasingly popular way for students to show their learning. In many curriculum areas, teachers are audio recording book reviews, voiceovers for modern myths, and most currently creating persuasive podcasts in ELA class. Having higher grade podcasting equipment will allow students to create more professional podcasts and make recording easier in a classroom full of students. We would like to continue encouraging students to think creatively and expand their proficiency with technology. This mobile lab would be a welcome addition to High Rock's Creation Lab and available to all students and teachers in the school.

Grant Project Details*

Describe the details of your project. How will the grant funds be used?

Note: Grants cannot be funded without a detailed plan of action and an explanation of the budget items.

The funds from this grant would be used to purchase high-quality podcasting equipment such as microphones, mixers, headphones, stands, and sound-dampening tabletop and hallway booths.

Plan of Action:

- Purchase necessary equipment based on the project's goals and budget.
- Mobile Lab Design: set up mobile cart and create how-to videos/QR codes/instruction sheets so that the lab can be used by any teacher.
- Train ELA teachers and other teachers to familiarize them with the technology and its pedagogical applications in this new space to co-plan lessons.
- Ongoing Support: Provide ongoing support to students and teachers throughout the projects, including technical assistance and mentorship.

Grant Support*

List the names of the people who support this project or will be involved in its implementation, including their role/title.

Note: If the grant targets more than one school, include the people at each school who support or will be involved in the grant implementation.

[name], ELA 6-8 Curriculum Coordinator

[name], Director of Instructional Technology and Innovation, K-12

[name], Principal High Rock School

Grant Timeline*

List the timeline of activities related to your grant project, as specifically as you can.

Summer- Month 1-2: Mobile lab design with materials and equipment procurement.

Fall- Month 2-4: Initial professional development for ELA teachers and co-planning lessons during common planning time to unveil the mobile lab.

Ongoing: Ongoing teacher and student use of the lab and project support as part of general classroom lessons. Continued professional development during common planning time for teachers; teasers on what is possible throughout the year.

Project End Date*

Enter the date when you expect that your grant project will be complete, including the ordering of any materials, implementation of the grant, and sufficient time to evaluate the results.

*Note: The project end date must be no more than **one year** from the grant deadline.*

06/26/2026

Grant Project Information - Express Grants

Express Grant Feedback*

What feedback did the original grant writer provide, and does the feedback change how you plan to implement this grant?

Note: Soliciting feedback from the original grant writer is preferred. If this person is unavailable, feedback from the school's principal, an impacted teacher, or the original grant's Reflection Form is acceptable. Contact Sarah Winig at swinig@nefneedham.org if you need help obtaining feedback.

After visiting the Podcasting lab at the High School and talking with the original grant writer, there were a few changes I made to the grant request. Overall, the original grant writer has stated that the equipment, ideas, and integration of the podcasting stations in the HS lab has been hugely successful. Students appreciate the high quality equipment and sound that records. The dual microphones allow for independent line recording into GarageBand and dual audio controls to account for the voice levels of each student. Teachers and students alike find it easy to record and edit audio. Two suggestions she made were to increase the thickness of the sound dampening curtains and to include a microphone that has the ability to turn on and off the noise cancelling features. Director of Instructional Technology and Innovation also joined us for this meeting and recommended that I confirm that the equipment works for both iPads and MacBooks so the mobile podcast lab can be used by both teachers and students.

The changes I made to the original grant is:

1. Modified the equipment to work with iPads and GarageBand.
2. Included mobile sound booths so that the stations can be moved from room to room if the lab is in use.
3. Made sure of increased thickness of sound booth materials in both the tabletop and standing booths.
4. Included additional sound proofing in stand up booths around the microphone.
5. After looking at the mixers the HS had ordered, choose one that was simpler for MS students and more portable to move around.
6. Choose two different kinds of recording booths (standup and desktop) to fit the needs and set up of all classrooms at High Rock and gives the ability to be used in tech lab also, making each set-up checkout-able without having to check out all booths at one time.

7. Included single and dual recording set-ups due to the fact that most projects at this level are solo recordings with some dual recording. We do not do recordings with more than two people currently and because of space issues in both classrooms and recording booths, I don't predict that we'd increase that. If more students/teachers want to record onto the same project, we will make time and space in a room to use with the two microphone set up.

8. Included a cart to move equipment on room to room. We considered a locking cart but could not find one that would lock and hold the bigger equipment. We concluded to get a rolling cart large enough for the equipment and to store it in my locked closet when not in use.

We think receiving this grant will make podcasting and other audio projects easier for students and teachers, more accessible and easier to create in a classroom setting with multiple recordings going on at one time. We look forward to creating, collaborating, and exploring new ways technology can help students show their learning.

Project Budget

Fill in the project budget below with all planned expenses. (NEW! The grant budget is now embedded in the grant application.)

Budget Instructions:

1. Enter each budget item under the appropriate category (see descriptions below).
2. Describe each item, including the cost breakdown, and the total amount (see examples below).
3. The category subtotals and total grant budget will be calculated automatically.
4. If you have more items than the budget space allows, summarize the items in the budget and upload a detailed breakdown/invoice in the File Attachments section below.

Category Definitions:

- **Stipends** - A stipend is an hourly or daily fee paid to an individual for their time. Examples include NPS teacher curriculum development time, outside guest time, or support staff time (a/v, custodian, installer).
- **Materials** - Resources or supplies such as books, games, manipulatives, consumable materials, building materials, handouts, or software. Make sure to include shipping costs.
- **Equipment** - Technology, electronics, outdoor equipment, storage, or durable items. Make sure to include shipping costs.
- **Fees** - The total cost of bringing an outside guest (performer, speaker, author, musician, artist, etc.) to Needham if they don't break down their hourly/daily rate. This section can also include other fees such as: police/fire details, honoraria, admission/tour fees, non-PD training, and subscriptions.
- **Professional Development** - Professional development fees include tuition, registration, economy travel using NPS guidelines, and associated materials.
- **Other** - All other expenses that don't fit in the previous categories.

Budget Examples:

- **Stipends** - Social Studies teacher- curriculum development time // 2 days at \$205/day // \$410
- **Materials** - Lego Animal Set // 5 at \$26 each // \$130
- **Equipment** - Shure SM58 microphones // 9 at \$99 each // \$891
- **Fees** - Visit fee for Author Jane Smith // \$300 per workshop x 5 workshops // \$1500
- **Professional Development** - Conference Registration fees for 3 people // \$400 early-bird registration fee x 3 // \$1200
- **Other** - Freight shipping // \$499
- **Large Orders** - Materials // 95 picture books // See separate invoice // \$2555 (note: attach an invoice showing the book titles and number of copies of each in the File Attachment section below)

Material 9			
Material 10			
Subtotal: Materials Category			
Equipment 1	Portable Recording Booth	2 at \$240.00	\$480.00
Equipment 2	Portable TableTop Recording Booth	4 at \$178.00	\$712.00
Equipment 3	Two Person iPad Recording set up (Microphone, headphones, mixer, stands, cords)	2 at \$480.00	\$960.00
Equipment 4	Microphones	4 at \$40.00	\$160.00
Equipment 5	Headphones	8 at \$49.00	\$392.00
Equipment 6	Stands for stand up recording booth	2 at \$70.00	\$140.00
Equipment 7	Pop Screens for table top Mics	4 at \$13.00	\$52.00
Equipment 8	Cart to make lab mobile	1 at \$140.00	\$140.00
Equipment 9			
Equipment 10			
Subtotal: Equipment Category			3036
Fees 1			
Fees 2			

Total Grant Budget			3036
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Amount of Funding Requested?*

Enter the Total Grant Budget amount from above, **ROUNDING UP to the next whole dollar** (e.g., \$3,514.35 should be rounded up to \$3,515).

Note: This amount can be up to \$5,000 for Regular, Express, and Repeat Small Grants, up to \$3,000 per school for Multi-School Grants, and up to \$15,000 for Large Grants.

\$3,036.00

Used NPS-Approved Vendors*

Are the goods or services in your budget available from NPS-approved vendors?

Note: If not, understand that it can take additional time to complete the procurement process. Please factor this additional time into your project timeline and be aware that any requested goods or services may change to meet the NPS Business Office procurement procedures.

Yes

Non-NEF Funding

OPTIONAL: The NEF encourages you to seek funding from additional sources, particularly for items we do not fund. Enter a description of any additional sources and the amount of funding that has been secured.

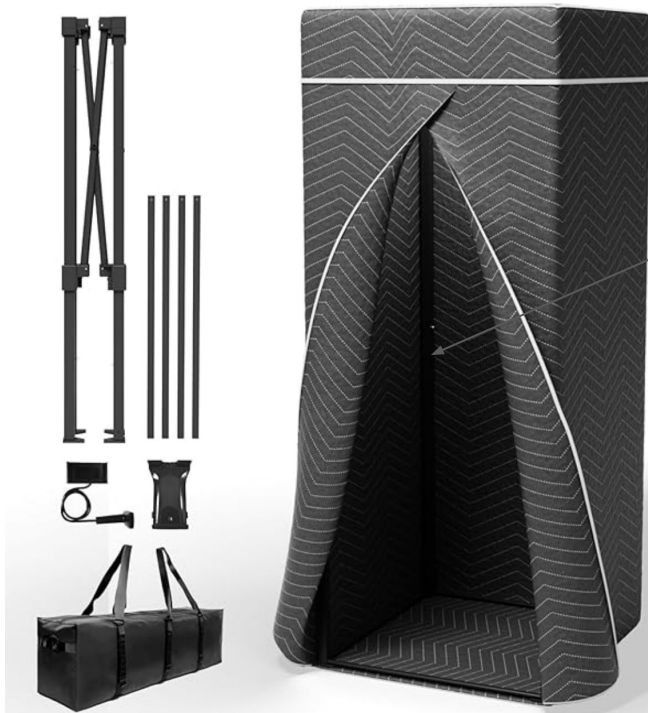
Non-NEF Funding Source Description	Non-NEF Funding Amount

File Attachment Summary

Applicant File Uploads

- NEF HRS Mobile Podcast Visuals.pdf

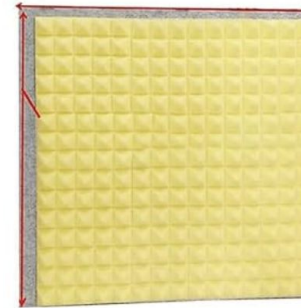
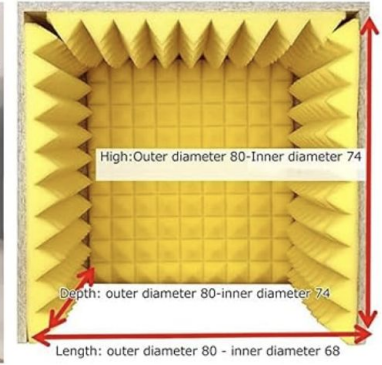
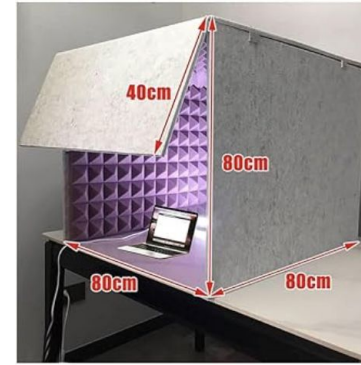
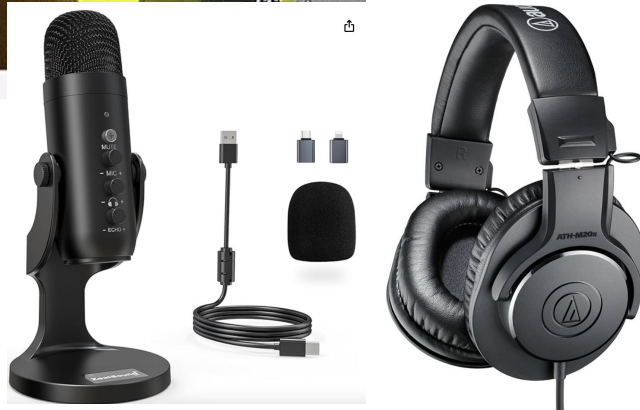
Hallway Booths: (two- solo recording stand up booths)



Stand will go in booth.



Classroom Tabletop Booths Solo: (Two)



After disassembly, the size is 80cm high x 80cm wide x 25cm thick, which is smaller than the previous version and does not take up space and is very easy to store.

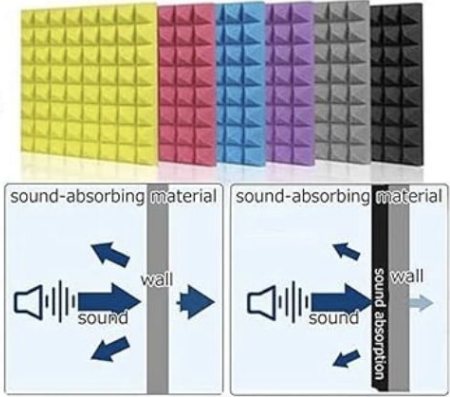
31 x 31 inches

Classroom Tabletop Booths Double: (Two)



Professional Acoustic Technology

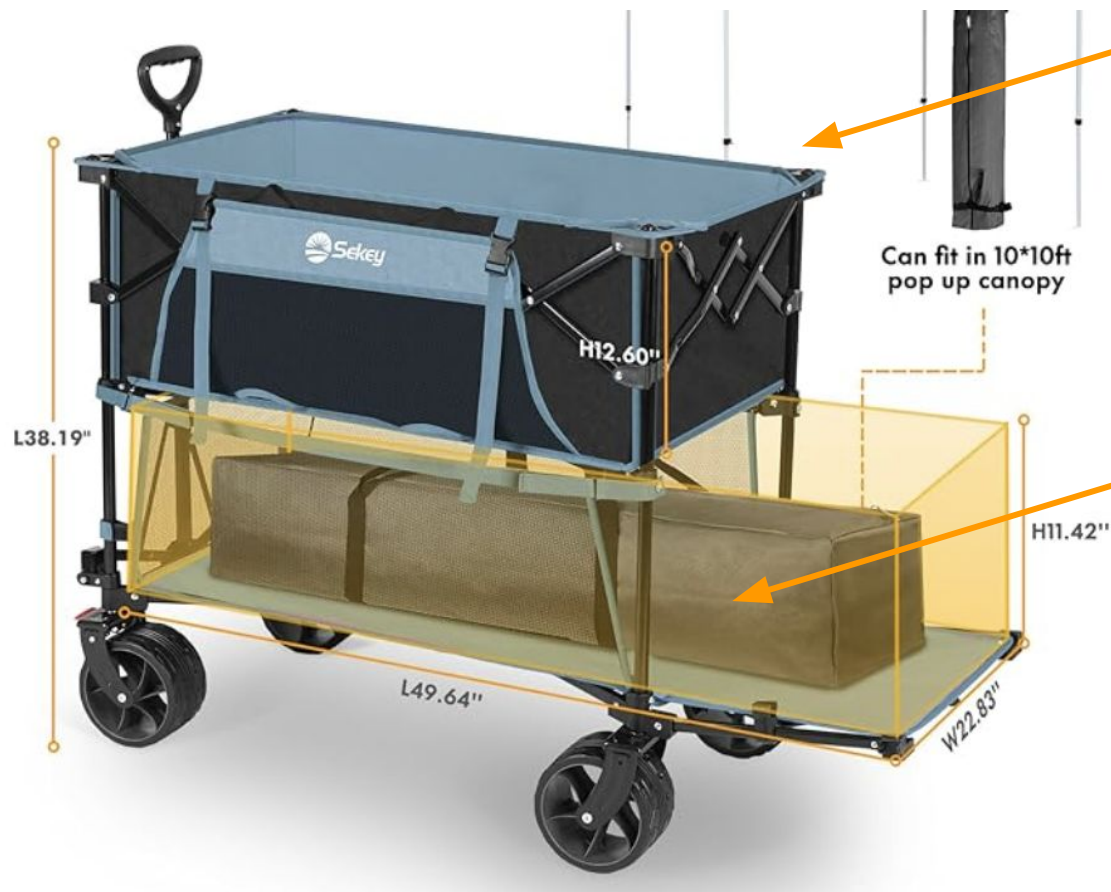
Through the back-and-forth reflection of sound waves in the sponge, the sound of the absorption frequency is reduced, and the interference and reverberation of indoor radiated sound are reduced, and the purity of the sound is improved.



Efficient sound absorption
Noise reduction coefficient: $nrc=0.19$
Average sound absorption coefficient (100hz~5khz): 0.81



Mobile Cart:



Bins for
microphones,
pop screens,
headphones
etc

4 folding table
top booths and
2 stand up
booths