PROJECT PROPOSAL

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# **Summary**

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

* Brief identification and purpose of your organization
* The purpose and anticipated end result of this proposal
* The type and amount of support requested
* The total anticipated budget
* Other information you deem pertinent

# **Introduction**

Introduce your organization here.

It is best to begin by explaining how and why your organization was founded. It is also a good idea to provide a mission statement so that your readers know who you are and what you do.

Your introduction can include information such as the purpose of your organization, a description of its activities, a description of its target population, and evidence to show that it is a healthy organization.

# **Needs/Problems**

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. Ideas for information to include here are:

* Length of time needs/problems have existed
* Whether problem has ever been addressed before, and what the outcome was
* Impact of problem to target population
* Impact of problem to surrounding populations

# **Goals/Objectives**

State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

* Goal 1
* Goal 2
* Goal 3

# **Procedures/Scope of Work**

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

# **Timetable**

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

|  |  |  |
| --- | --- | --- |
|  | Description of Work | Start and End Dates |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |

# **Budget**

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

|  |  |  |
| --- | --- | --- |
|  | Description of Work | Anticipated Costs |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |
|  | Total | $ 0.00 |

# **Key Personnel**

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

# **Evaluation**

Discuss how progress will be evaluated throughout and at the end of the project.

# **Endorsements**

Provide the names and addresses of individuals and companies who support and endorse the project.

# **Next Steps**

Specify the actions required of the readers of this document.

* Next Step 1
* Next Step 2
* Next Step 3

# **Appendix**

Provide supporting material for your proposal here.