

Proposal:

Version date:

Proposal ID:

A. Project Description

(An executive summary of no more than 250 words explaining broadly what the project is, why it is needed, and how it will be implemented.)

B. Needs assessment

(What are the identified needs that this project is designed to meet?)

C. Expected Outcomes

(Outcomes should be objective, measurable, and address the needs identified in the needs assessment.)

D. Resources

(Required funds, human resources, and other resources for successful completion of the project.)

E. Budget

(Indicate what funds are required for project as whole, and, in greater detail, funds required for the up coming budget period.)

F. Implementation plan and time line

(Step by step descriptions of the implementation plan and who will be responsible for each step of the plan, including assessments.)

G. Evaluation plan

(How will you evaluate the success of the project? What will you measure? How will you be measuring?)

H. Appendix/Attachments (optional)

(Letters of endorsement and other supporting materials.)

I. Authors

(Who created this plan.)