



## Proposal Outline Worksheet

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Funder Name:

Project Name:

Project Time Period:

<b>Proposal Components</b>	<b>Notes</b>
<p><b>Need</b></p> <p><i>What need are you addressing, and in what audience or community?</i></p> <p><i>What evidence do you have to support your need exists?</i></p>	
<p><b>Project Description</b></p> <p><i>Include information from Goals, Objectives, Methods, Staffing, Partnerships, Evaluation and Sustainability.</i></p>	
<p><b>Goals</b></p> <p><i>What are you trying to achieve? Be sure to connect your goals to the funder's mission.</i></p> <p><i>Example: The goal of this proposal is to increase literacy among 3<sup>rd</sup> graders in Kent City Schools.</i></p>	
<p><b>Objectives</b></p> <p><i>What Specific, Measurable, Achievable, Realistic, and Timely (SMART) objectives will support your goal?</i></p> <p><i>Example: Increase participation of students, parents and teachers in reading activities by 10% over the 2018-2019 academic year.</i></p>	

<p><b>Methods</b></p> <p><i>What strategies will you use to make this happen?</i></p> <p><i>Example: Conduct 3 reading workshops for all underachieving 3<sup>rd</sup> graders throughout the academic year.</i></p>	
<p><b>Staffing</b></p> <p><i>Who will lead the project?</i></p> <p><i>What other resources will you reasonably require to meet your goals?</i></p>	
<p><b>Partnerships</b></p> <p><i>Are there other resources in the community with which you will be partnering to achieve your goals? What is their role?</i></p>	
<p><b>Evaluation</b></p> <p><i>Outline your planned data collection and analysis activities and develop a timeline to continuously monitor success.</i></p>	
<p><b>Sustainability</b></p> <p><i>How will your project sustain itself into the future without foundation support?</i></p>	