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SI532-001: RECOMMENDED TEMPLATE FOR FINAL PROJECT PROPOSAL

The following is intended as a guideline for the development and structuring of final project proposals. The content and structure follows a fairly typical non-profit / foundation model, and has been adapted from "non-profit guides: grant writing tools for non-profit organizations" (http://www.npguides.org/)

1. Executive Summary (1 page)

Your executive summary should summarize all of the key information and make an argument for the importance of your project (where project importance = problem significance x likelihood of impact or contribution of YOUR idea). Introduce your proposal and present a clear, concise summary of the proposed project/program, including clear statements of: the PURPOSE of the funding request, the seriousness of the NEED/PROBLEM it addresses, and brief details about the project itself including objectives, methods, total project cost, amount requested. The executive summary should include:

- A name or title for the proposed project.
- A statement of the nature and importance of the problem you are addressing.
- How your proposed project addresses the problem.
- A brief synopsis of the methods that you are proposing.
- (In a real-world grant scenario, the ex sum is also where you would explain the project's fit to the foundation or non-profit's request for proposals or general program of work in this area, but for SI532 purposes you can ignore this component).

Recall that the executive summary is in some ways the most important part of the proposal – projects without clear and compelling executive summaries quickly fall to the bottom of a competitive pool, go unread, or are quickly forgotten by grant evaluators. Executive summaries typically get written first AND last, and should be reviewed carefully by all members of the project team. Note too that it's typically okay for executive summaries to borrow and repeat language from the body of the proposal itself.

2. Narrative (5 – 8 pages)

a) Problem statement (1 – 2 pages)

Address the specific situation, opportunity, problem, issue, need, and/or community your proposal addresses. Support your statement with qualified third-party research/evidence to justify the need or problem, including relevant statistics and/or grounding in 532 and related readings where relevant. Your problem statement should clearly demonstrate the existence of the problem your project is addressing, and include the following:

- Definition of the problem to be addressed.
- Description of the group(s) or target population most affected by the problem.
- The intellectual merit and/or likely broader impact of the proposed project (be as specific and concrete as possible).

b) Program goals, objectives, methods (1 page)

Describe the outcome of the grant in measurable terms, in a succinct description of the proposed project outcome and accomplishment, including your overall goal(s); specific objectives or ways

in which you will meet the goal(s). Program goals and objectives should include:

- Minimum of one goal for each problem or need in the problem statement.
- Performance – the activities that occur within a specific time frame.
- Product – the tangible results.

c) Methodology (3 – 4 pages)

Describe the process to be used to achieve the outcome and accomplishments; actions that will accomplish your objectives; impact of your proposed activities, how they will benefit the community and who will carry out the activities; time frame for your project/program; strategies for sustainability. The methodology should include:

- A clear description and explanation of program/project scope and activities.
- How your project differs from and/or improves on any models or existing activities it draws from or extends.
- Timeline of activities.
- Clear identification of staffing, equipment, facility needs, etc.

d) Evaluation (½ page)

Describe the expected deliverables/results during the funding period, how success will be defined and measured, who will be involved in evaluating, any plans for the use of and dissemination of project results. Evaluations should include:

- A plan for evaluating the accomplishment of objectives at the conclusion of the project ('summative evaluation').
- A plan for modifying process and methodology of the project in process, if necessary ('formative evaluation').
- Evaluation methods – criteria, data, instruments, analysis.

e) Stakeholders and project partners (1/2 page)

A discussion of partnerships and alliances that will be formed in order to implement the project, noting any such partnerships that have already been formed. Stakeholders / partners should map clearly to the identified problem, goal or implementation strategies of your proposed project.

f) Appendices (variable)

Include rough budget and any other supplementary materials here. You may choose to include any relevant visuals here as well (figures, diagrams, design schematics, conceptual maps, etc.), or any other materials pertaining to the project that don't fit within or are additional to the narrative description above.