
Proposal for

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I. 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. On the following page, please describe the following elements without exceeding one page:

- A 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

II. 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.

V. 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.

VI. 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		

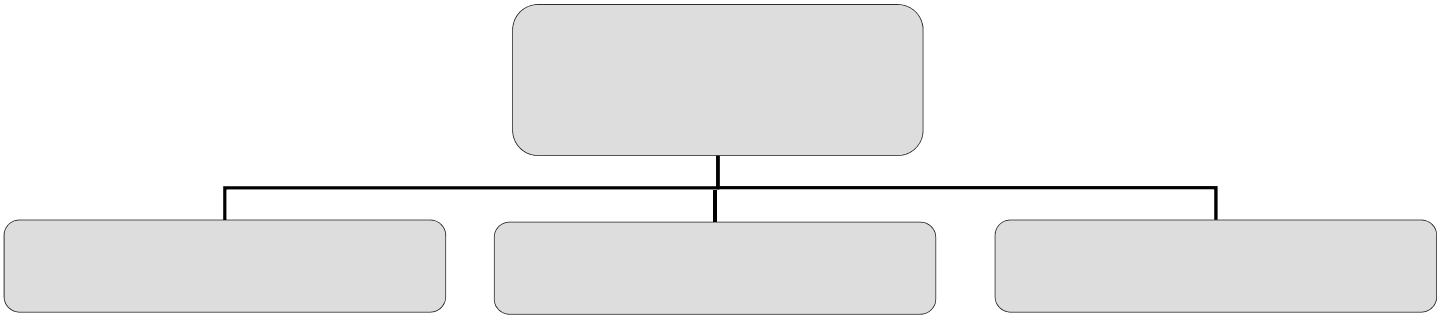
VII. Budget

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	

VIII. Key Personnel

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



IX. Evaluation

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

X. Endorsements

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

XI. Next Steps

Specify the actions required of the readers of this document.

XII. Appendix

Provide supporting material for your proposal here.