

Proposal Development Worksheet

Introduction

1) When was your organization founded? By whom? Why?

2) Describe or paraphrase your organization's current mission in 10 words or less.

3) What are your organization's major programs and services?

4) How many, and what kind of, people do you serve annually?

5) What are your organization's three proudest achievements?

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Problem Statement

1) What is the problem (community need) your program is meant to address?

2) Describe the scope and scale of the problem (e.g., how it affects people, how many people are affected).

3) How can you verify the problem exists (a needs assessment, government reports/statistics, anecdotal evidence, statements by authoritative persons, testimony from affected parties)?

4) What is currently being done in your community to deal with the problem?

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Project Objectives

1) What specifically do you hope to accomplish with your program?

2) Who specifically will benefit from the program? How?

3) Are there quantitative ways of describing what you plan to accomplish? Are there qualitative ways?

4) What time frame do you envision for the realization of these accomplishments?

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Project Methodology

1) What activities will be conducted, specifically, for this program? Why?

2) How many clients will the program serve? How will they be selected?

3) How will the program be staffed and led?

4) Describe the timing and staging of implementation activities.

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Project Evaluation

1) What specific outcomes do you expect this program to achieve in the first three years of operation?

2) What will you do to collect, analyze and report program data?

3) Will you use any established test instruments/criteria to measure performance?

4) Will you involve any independent evaluators in the design or administration of evaluation activities?

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Budget/Future Funding

1) Provide a detailed account of all budgetary items needed to carry out your program (e.g., staff, equipment, supplies, travel and meals, contractual services, etc).

2) What items, specifically, are you requesting funding for from this donor in this proposal?
Over what time period?

3) What other sources of funding will be used to support this program?

Gaining Support for Your Community-Based Programs

4) How do you plan to sustain this program at the completion of the grant period?

Supporting Materials

- X Tax-exempt Letters

- X Roster of Governing Board Members (with their affiliations)

- X Audited Financial Statements

- X Current Operating Budget

- X Biographical/Professional Data on Key Staff

- X Job Descriptions

- X Statistical Data and Needs Assessment Information

- X Letters of Endorsement

- X Press about Program/Organization

How to Write Good

— William Safire

- X Avoid run-on sentences they are hard to read.
- X No sentence fragments.
- X It behooves us to avoid archaisms.
- X Also, avoid awkward or affected alliteration.
- X Don't use no double negatives.
- X If I've told you once, I've told you a thousand times: Resist hyperbole.
- X Avoid commas, that are not necessary.
- X Verbs has to agree with their subjects.
- X Avoid trendy locutions that sound flaky.
- X Writing carefully, dangling participles should not be used.
- X Kill all exclamation points!!!
- X Never use a long word when a diminutive one will do.
- X Proofread carefully to see if you any words out.
- X Take the bull by the hand, and don't mix metaphors.
- X Don't verb nouns.
- X Never, ever use repetitive redundancies.
- X Last but not least, avoid cliches like the plague.