

PARTS OF THE PROPOSAL

An organized proposal is the key to receiving funding. The proposal must be easy to read and follow. It must be logical and complete. It must show that you have thought it through and have an action plan.

When writing your proposal be sure to include all 5 parts

1. COVER PAGE

- Title, date
- School, class, or program name
- Names of proposal writers
- Program leader or teacher to contact
- Phone for contact

2. INTRODUCTION

The introduction provides a brief summary look at who, what, when, where, and why.

- Who is making the proposal?
- What do you propose to do? When? Where?
- Why? (for example, recognizing achievement)

3. EXPLANATION

This is the body of the proposal, where you explain the idea more fully. Address at least the following:

- What do you want to do, when, and where?
- Who will participate?
- How many participants do you expect?
- How did you decide who will participate?
- Why is this a good idea?
- Why should you be given the money to do it?
- Who supports the idea?
- What do you think counts as 'achievement' or 'success' in this program?



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4. ACTION PLAN

This part shows the work to be done to implement the idea.

- What needs to be done to make this happen?
- Who will do what to make it happen?
- What is your timeline?

5. BUDGET

There are two parts to the budget. One is a 'budget narrative'. This explains in words some of the budget issues. The second part is the budget calculation that shows in dollars how you will spend the money.

Budget Narrative

- What is the total amount of your request?
- How did you arrive at this amount?
- Who will be in charge of the money?
- What will happen if there is money left over?
- What will happen if there isn't enough money?
- How will you make sure you stick to the budget?
- How will you show how the money was actually spent?

Budget Calculation

- Show calculation of total budget amount.
- Show detail of how you will spend the money. You must present an itemized budget, showing anticipated expenditures for each category of cost. For example:
 - Travel
 - Food
 - Beverages
 - Materials, Supplies
 - Copies
 - Donations
 - Other

6. OTHER (OPTIONAL)

