

WRITE A PROPOSAL

Use this form to plan your proposal.

Executive Summary

Use concise language to identify the issue you would like to address. Define your proposed solution.

Introducing/Overview

State the main points of your proposal.

Statement of Need

Outline the necessity and benefits of your proposal.

Description

Clearly outline the steps of your proposal, describing each task in detail.

Needs Analysis

If appropriate, outline any costs, equipment, resources, or materials required to implement the proposal. Explain how these costs may be covered.

Vision for the Future

Describe possible outcomes and past successes.

Summary of Main Points

Succinctly reiterate your statement of need.

