

# **Tentative Template Of Proposal Writing ( Civic And Community Services)**

## **1. Title Page**

- Title of the proposal
- Name of the proposer/organization
- Date of submission
- Contact details of Organization

## **2. Executive Summary (*Optional but recommended for longer proposals*)**

- A brief overview of the proposal
- Key problem statement
- Proposed solution
- Expected impact and benefits
- Summary of budget and timeline

## **3. Introduction/Background**

- Context of the proposal
- Problem statement or need analysis
- Significance of the issue

## **4. Objectives**

- Clear and measurable goals
- Primary and secondary objectives

## **5. Methodology/Approach**

- Detailed plan of action
- Strategies, techniques, or frameworks to be used
- Potential risks and mitigation strategies

## **6. Project Scope & Deliverables**

- Define the scope (what is included and what is not)
- Expected outcomes and deliverables

## **7. Timeline**

- Project phases with estimated completion time
- Gantt chart or milestones (if applicable)

## **8. Budget and Resource Allocation**

- Estimated cost of the project
- Breakdown of funds and resource needs
- Justification of expenditures

## **9. Expected Impact and Benefits**

- Contribution to the field/industry/community
- Long-term sustainability of the project
- Potential beneficiaries

## **10. Evaluation and Success Metrics**

- How will the project's success be measured?
- Key performance indicators (KPIs)

## **11. Conclusion**

- Summary of the proposal

## **12. References/Bibliography (*If applicable*)**

- Cite sources used in the proposal

## **13. Appendices (*If needed*)**

- Supporting documents, graphs, letters of support, etc.