**Project Grant Proposal**

 Project Outline

* Proposal Summary
* Introduction

 Background Information

* 2.1. Opportunity Statement
* 2.2. Vision
* 2.3. Positioning

 Project Details

* 3.1. Goals & Objectives
* Problem statement or needs analysis/assessment
* Project design
* 3.2. Customers
* 3.3. Methods
* 3.4. Staff / Administration

 Available Resources

 Required Resources

* 5.1. Personnel
* 5.2. Facilities
* 5.3. Equipment
* 5.4. Suppliers
* 5.5. Budget

 Evaluation Plan

* 6.1. Formative Evaluation
* 6.2. Summative Evaluation

 Appendix 1: Project Plan