###### SHORT PROPOSAL FORMAT

**To:**

**From:**

**Date:**

**Subject:**

**Introduction (write paras on given points)**

* **Problem addressed in your proposal**
* **Purpose or Objective of the proposal**
* **Significance of proposed activity / plan / scheme**

**Background**

* **Discuss the history of the problem, discuss the previous work done related to problem (someone else has tried to solve the problem before but obviously didn’t succeed), also show how your work fits in better and so will contribute towards solving the problem.**

**Proposed Activity/ Plan / Scheme**

* **The plan for reaching the stated objectives.**
* **The assumptions on which your work is based.**
* **The hypothesis you are following.**
* **The specific problem/area/ question(s) you are trying to address.**
* **The appropriateness of your methods for solving the problem posed.**

**Project Team and Resources / Personnel**

* **The committee/ team which will supervise and execute the work .**
* **The recourses which already exist (like place location things etc.)**
* **Materials/ things required to work on your proposal (place, furniture etc.)**

**Budget (approximately)**

* **Budget in tabular form giving all the break ups clearly.**
* **Justify the cost and items.**

**Schedule**

* **Tabular form worked out stages of plan of action.**

**Appendixes**

* **Can put the subcontractor’s proposals etc. (you will not need to write this section)**