

MOCK PROPOSAL

Project	
Foundation you are applying to	
How much money will you need?	\$

STATEMENT OF NEED WORKSHEET

The problem statement	
Facts to support your statement	
Personal story to support the need	
Quote supporting your need	
How the problem can be solved	
How the problem fits into larger picture	
Why your organization is better equipped to provide the solution	

PROJECT DESCRIPTION WORKSHEET

<p>Objectives of the project (measurable)</p> <p>Indicate on worksheet if the objective is Behavioral, Performance, Process, or Product based</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p>How will you carry out each objective?</p> <p>When will you carry out these tasks?</p> <p>Indicate a month and year when you will you carry out each task</p> <p>Or</p> <p>A time in the process...e.g., two months after contract starts</p> <p>Or</p> <p>Add a separate timeline</p>	<p>Objective #1 _____</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Objective #2 _____</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Objective #3 _____</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p>Who will work on the project? What are their qualifications?</p>	
<p>How will you evaluate the project? What is the measurement for success? Be specific. Use numbers.</p>	

