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| PROPOSAL PLANNING SHEET | |
| INTRODUCTION | Why are you writing this proposal?  What are its main sections?  What do you want to happen next?  Who will it benefit?  How and where will it operate?  How long?  Who will staff it? |
| PROBLEM OR NEED | Who is your client?  Why do they need your help?  What are your goals or objectives?  List research questions: |
| PLAN | Methods:  Why are your deliverables the right ones for your client?  Time table – outline work schedule for the project (Gantt chart)  What are your limitations or possible obstacles? |
| SUPPLIES, MATERIALS, AND EQUIPMENT | Currently available?  New resources needed?  Personnel Costs? |
| PERSONNEL | List of personnel and qualifications  Justification for personnel |
| EXPECTED RESULTS AND BENEFITS (DELIVERABLES) | What will you provide your client?  Why are they necessary?)  Post grant operation? |