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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 qualificationsJustification for personnel |
| EXPECTED RESULTS AND BENEFITS (DELIVERABLES) | What will you provide your client? Why are they necessary?)Post grant operation? |