All Island Schools’ English Literary Association
[Date]



**PROJECT PROPOSAL**

[Project Name]

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# Summary

[This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.]

[The summary should remain on a separate page and not exceed one page.]

[The summary should contain the following elements:

• Brief identification and purpose of your organization

• The purpose and anticipated end result of this proposal

• The type and amount of support requested

• The total anticipated budget

• Other information you deem pertinent]

# Introduction

[Introduce your organization here.

It is best to begin by explaining how and why your organization was founded. It is also a good idea to provide a mission statement so that your readers know who you are and what you do.

Your introduction can include information such as the purpose of your organization, a description of its activities, a description of its target population, and evidence to show that it is a healthy organization.]

# Needs/Problems

[Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. Ideas for information to include here are:

• Length of time needs/problems have existed

• Whether problem has ever been addressed before, and what the outcome was

• Impact of problem to target population

• Impact of problem to surrounding populations]

# Goals/Objectives

[State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

• Specific & measurable goal 1

• Specific & measurable goal 2

• Specific & measurable goal 3]

# Procedures/Scope of Work

[Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.]

# Timetable

[Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.]

|  |  |  |
| --- | --- | --- |
|  | **Description of Work** | **Start and End Dates** |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |

[You can also use a Gantt chart for more detailed project timetable:]

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **IMPLEMENTATION TIME** | **RESPONSIBILITY** |
| [1. Design and implement training program forproject management] | Month 1 | Month 2 | Month 3 |  |
| XXXXXX |  |  | ProgramManager (PM) |
| [1.1. Conduct needs assessment] |  | XXXXX |  | Consultant |
| [1.2. Design training modules] |  |  | XXXX | Consultant |
| [1.3. Conduct training] |  |  | XXXX | Consultant |
| [2. Improve procedure for project management] | XXXXXX | XXXXX | XXXX | ProgramManager |
| [2.1. Conduct management audit of current procedures] |  | XXXXX |  | Consultant |

# Budget

[State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.]

|  |  |  |
| --- | --- | --- |
|  | **Description**  | **Expense** |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |
|  | Total  | Rs. 0.00 |

# Key Personnel

[List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.]

|  |  |
| --- | --- |
| Recipient  | [name] |
| Sponsor | [name] |
| Project manager/s | [name] |
| Team | [name], [name], [name], [name] |

# Evaluation

[Discuss how progress will be evaluated throughout and at the end of the project.

– Formulate clear indicators for each objective and result

– Indicate how and when to conduct monitoring and evaluation activities to determine project’s progress and outcome

– State which methods will be used to monitor and evaluate the project

– Identify who will carry out the project evaluation.]

# Endorsements

[Provide the names and addresses of individuals/companies/institutions who support and endorse the project.]

# Next Steps

[Specify the actions required of the readers of this document.]

• Next Step 1

• Next Step 2

• Next Step 3

# Appendix

[Provide supporting material for your proposal here. It may be:

* Company history
* Research materials
* Statistics or estimates
* External quotes or tenders
* Detailed cost / benefit spreadsheets
* Other relevant information or correspondence.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [Name], Project RecipientDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [Name], Project SponsorDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  | [Name], Project ManagerDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ |