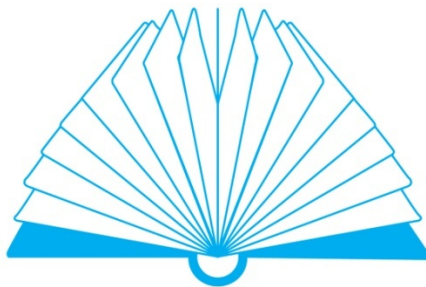
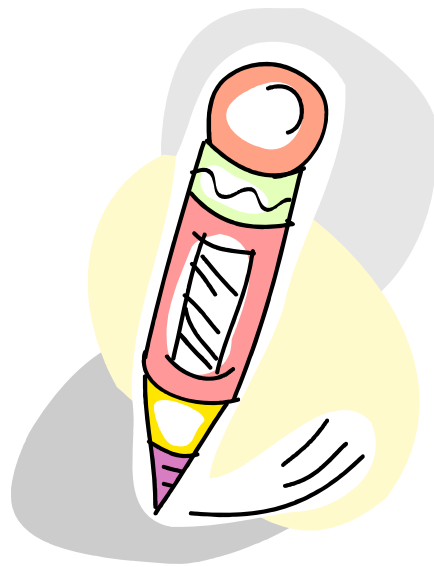


Proposal Writing Handouts



NWT Literacy Council



Step 1: Develop a project goal and objectives



Name:

Goal:

Objectives:

- 1.
- 2.
- 3.

Target group:

Need for the project:

Sponsor group:

Potential partners:

Role of partners:



Step 2: Identify activities

Name:

Goal:

Objective 1:

Activities:

i)

ii)

Objective 2:

Activities:

i)

ii)

Objective 3:

Activities:

i)

ii)

Step:3 Develop a work plan

Project name:



Objective 1:

Resources	Activities and timelines	Products	Who is responsible?	Results

Step:3 Develop a work plan

Project name:



Objective 2:

Resources	Activities and timelines	Products	Who is responsible?	Results

Step:3 Develop a work plan

Project name:



Objective 3:

Resources	Activities and timelines	Products	Who is responsible?	Results



Step 4: Develop a budget

Budget item	Amount requested	Other revenue (cash)	In-kind support	Total

Step 5: Develop an evaluation plan

Project name:



	Results (from work plan)	Indicators and data to measure results	Sources of data
Objective 1			
Objective 2			
Objective 3			



Step 6: Complete the proposal

In point form, complete this section.

A project description

Description of your organization

A project summary



Step 7: Write a cover letter

Write a cover letter in point form. Look on page 84 and 168 for examples.

To whom it may concern:

Please accept our proposal for the _____.

This is an important project for our community.



Step 8: Get letter of support

Brainstorm who you think you could get a letter of support from.



Step 9: Fill out the application form

You may have to fill out an application form for funding.



Step 10: Putting it all together

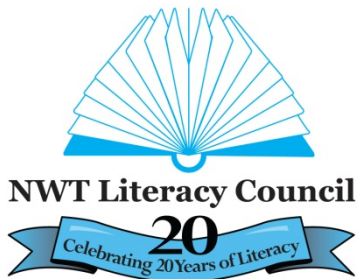
If you have followed the steps in this guide you have now written a proposal. Now it is time to put it all together.

Arrange your proposal like this:

1. Name of Project
2. Goal of Project
3. Sponsor Group
4. Project Summary
5. Project Description
6. Description of Your Organization
7. Need for Project
8. Potential Partners and Roles of Partners
9. Work Plan
10. Evaluation Plan
11. Budget

Developed by the NWT Literacy Council

For more information on Program Planning and Proposal Writing or for help with your proposal contact:



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