**Proposal Outline Builder**

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| ***BRIEF HISTORY AND TARGET POPULATION*** |
| 1. Brief history of your school, including the school’s mission and demographics. |
| 2. Describe who the specific students are that will be impacted by your program. |
| ***STATEMENT OF NEED*** |
| 1. Describe the problem that you are trying to solve.
 |
| ***PROJECT DESCRIPTION*** |
| 1. How will you solve this problem? What makes it a unique and creative approach?
 |
| 1. What are the goals of your project?
 |
| 1. What activities will occur that will impact your goals?
 |
| ***EVALUATION*** |
| 1. Describe the student outcomes or changes that will result from your project.
 |
| 1. How will you measure success toward these outcomes or changes?
 |
| ***BUDGET AND BUDGET NARRATIVE*** |
| 1. What do you need to buy/spend money on in order to make your program successful?

*Sample Budget Template:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Items Requested** (e.g. contracted services, materials/equipment, transportation, etc.) | **Justification -** Each line item should support a goal or activity. | **Quantity** | **Cost Amount** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  |  |
| **Total Project Cost** |  |  | **$** |

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| ***PERSONNEL AND CAPACITY*** |
| 1. *Do you have principal support?*
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| 1. *Who will implement and manage the program?*
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