

Figure 8.1 - Project Proposal Format

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Title of the Project

Name of the ministry

Address and contact information

Background

What are the ministry's current activities?

How did the need for the project arise?

How does the project fit into the purpose/mission of the ministry?

Purpose

What do you want to achieve?

What specific results are you seeking?

What difference will it make in the work of the gospel?

Methodology

How do you plan to carry out the project?

What major milestones must be accomplished to achieve desired results?

What programs, activities, and techniques will you use to achieve the milestones?

Timeline

When will the project begin and end?

What are the timelines to accomplish your milestones?

What do you plan to accomplish by the end of six months? One year?

Two years?

If it involves stages, what are the stages and when do you expect to accomplish each?

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Cost Estimates

- What funds are needed for the entire project?
- Over what period of time are these projects included?
- Where will you get the funds?
- How will the funds be used?
- How will the funds be accounted for?

Management

- Who is responsible for each milestone or major part of the project?
- To whom should (name of organization) refer to resolve issues as they arise?

Required Inputs

- In addition to funds, what other resources are needed?
- What human resources are needed to carry out the project?
- What special expertise or skill, if any, will be needed?
- What technical resources are needed to carry out the project?

Partner Inputs

- What benefits do you expect from and alliance with (name of organization)?
- What specific contributions are you seeking from (name of organization): funds, personnel, technology, other?
- What is the amount of funds you will request, if any, from (name of organization)?
- When are the funds needed?

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Expected Outputs

How will the results be measured?

What factors will indicate progress toward desired results?

What feedback mechanisms will be used to monitor progress?

What reports and updates will be required?

How often will progress be reviewed, yearly, quarterly, monthly?

Evaluation of Project

How will the project be evaluated and by whom?

How will (name of organization) participate in the evaluation process?

Authorization

The prospective partner signs and dates the final version of the proposal.

This includes two signatures: the ministry leader/director and normally a member of the board of directors, typically the chairperson.