

LEADERSHIP AWARD

Project Proposal Template

Directions: Please complete your project proposal on a separate document and save as a .pdf file. A sample template has been provided for you below. Your proposal should follow these guidelines:

- Font size should be readable and not smaller than size 11. Please use 1” margins. Please include your last name and Leadership 20xx (year) in your file name. Please keep proposals to 10 pages or less.

Title of the Project
Your name

Abstract (250-300 words)

Introduction

- Context of the project
 - Related literature review and statistics
 - Narrative and history of the issue or problem
- Community/campus partner’s mission and how this relates to your proposed project
 - Why is this project important and necessary for your community/campus partner?
 - How does this project fit into the community/campus partner’s current activities and mission?
- Description of your project and how this relates to the issue or problem
 - Who is involved? How will they be involved?
 - Why are the proposed partners the right fit for this project?
- Personal motivation and relation to the project

Project goals and objectives

- The exact need or priority your project will address
 - Project goals - a broad statement of desired outcomes
 - Project objectives - specific, actionable targets that need to be achieved to reach broader project goals
 - SMART (Specific, measurable, attainable, realistic, time-bound)
 - It may be helpful to include a timeline
- Methods of evaluating whether you have met project objectives
 - How will you measure project success?
- Project sustainability
 - How will objectives continue after the project is completed?
 - How will the long-term goals of the project be met?

Project Process

- Project activities - realistic, specific, time bound
 - What are you going to do to meet your project objectives?
 - What is the timeline for the activities?
 - Who is involved or leading each step?
 - What resources are you using for each step?
 - How are activities related to your project objectives?

Project application and results

- Expected impact and results of programming
- Project objective benefits
 - Student, community/campus advisor/organization, faculty advisor