

LEADERSHIP AWARD

Project Proposal Template

Directions: Please complete your project proposal on a separate document and save as a single .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 on all sides.
- Please include your last name_Leadership 20xx (year) in your file name (e.g. Keys_Leadership 2025)
- Please keep proposals to 10 pages or less (not including the title page or citations page)
 - The abstract may be single-spaced
 - The rest of your proposal should be double-spaced

Page 1

TITLE OF YOUR PROJECT

Your name

Abstract

- Your abstract should appear on your title page.
- It should be centered and single-spaced.
- The abstract should be between 250 and 300 words.
- The abstract should include the following:
 - What the project seeks to accomplish (a purpose)
 - Why you have chosen to pursue this project (a short background)
 - How you plan to accomplish your goals

Pro tips: Write this section last, as you may want to incorporate specifics from your proposal. Skip references to figures, tables, or sources (you'll include those in your proposal).

Introduction

In this section, please consider the following topics:

- Describe the nature of the project. You may consider addressing the following questions:
 - What is your connection to the topic?
 - What is the purpose?
 - What are the goals and/or objectives?

Project Impact

In this section, please consider the following topics:

- Discuss how the proposed project will improve UW-Madison and/or the surrounding community.

Project implementation and execution

In this section, please consider the following topics:

- How will each of your goals and/or objectives be carried out? What specific methods are necessary?
- Who are your campus and/or community partners and what specific role with each play?

The Schedule (Timeline) for Planning and Implementation of the Project

In this section, please consider the following topics:

- It would be appropriate to include the work you have already done in establishing the proposal and creating relationships with campus and community partners
- Consider the time frame related to your award (project funding for your budget is typically available from July 1-June 30 following your April application)

Outcomes and Sustainability

In this section, please consider the following topics:

- How do you plan to measure the success of your project?
- What measures will be taken to ensure that the impact of your project is long-lasting?