

How to Write a Basic Proposal

Name

Advisor:

Date

How to Write a Basic Proposal (*always remember a title)

Introduction

- Introduce yourself
- Define the need/want in simple words

Background Information

- Explain in detail why this is important.
- Who would it impact/benefit?

Your plan

- Present your ideas and/or solution
- Outline a schedule and/or steps (if applicable)

Resources

- Is there a budget? How will this be paid for?
- Who will help/support

Conclusion

- Restate the intent
- Restate the most important points of the proposal

**In some instances, you can write this as a letter.

Steps to follow through:

1. Get an Idea
2. Write as much of the proposal as you can
3. Consult with your triad, advisor, and any other adults who are involved.
4. Depending on what the impact of it will have, bring it to the powers that be:
 - a. Advising
 - b. Leadership
 - c. Foundations Advisor Meeting
 - d. Big Picture Team
 - e. Governance
5. Follow through with edits and revisions.
6. Revisit number four if necessary.
7. Celebrate! You did it!

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If you prefer to use a Graphic Organizer, please remember to write this in narrative/paragraph form before presenting to others.

Introduction	Introduce yourself	
	Define the need/want	
Background Information	Explain in detail why this is important	
	Who would impact/Benefit	
Your plan	Present your ideas and/or solution	
	Outline a schedule and/or steps (if applicable)	
Resources	Is there a budget? How will this be paid for?	
	Who will help/support	
Conclusion	Restate the intent	
	Restate the most important points of the proposal	