

**Your Goal:** Make it easy for the reader to understand 3 core questions

1. Why should this project exist?
2. What will it achieve?
3. How will it achieve it?

### Tips

1. Write in simple sentences that are easy to understand.
2. Bullet points are encouraged
3. Use [Grammarly](#)
4. Use [Hemingway](#)
5. Ask for help!!!! @Greg Docter and @DarkForestCapital are standing by, and you will be sure to find support from others as well

### Notes

- Please copy and paste the-below in your own Google Doc for writing/editing.
  - Please leave it in question/answer format. This makes it easy for readers to understand.
  - If English is not your first language, no problem!
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## Proposal: FILL\_IN\_NAME Working Group

### Situation

**What are you proposing?** *I am proposing the funding of \_\_\_\_\_ Working Group for 3 months ending on DATE.*

### What is the core problem(s) you want to solve?

- *[Problem 1 you are reacting against]*
- *[Opportunity 1 you want to take advantage of]*
- *etc...*

### Why is this worth addressing today? *This is important to address today because....*

- *Reason 1*

### How will you address it?

*[This working group will address by doing/creating/running...*

- *X*
- *Y*
- *Z]*

### What impact will this project have?

- *[tie to KPI]*

- *[tie to another clear outcome/impact is fantastic too]*

### **Working Group Leader(s)**

- *Directly responsible individual: [Discourse & Discord Handle]*
- *(Optional) Co-Lead: [Discourse & Discord Handle]*

### **Request for funding**

**Proposed Budget:** *[what budget is needed for you to achieve your goals?*

*\* If you plan to remunerate contributors to your working group, please be sure to include budget for “contributor compensation”*

**Use of Funds:** *[why is that budget needed?]*

### **Organization - How will it work?**

**What will you be doing?** *[What is the rough order of operations of work for the N months of existence?]*

**How will you interface with the community?**

*[How will you report your progress to the community?]*

### **Commitments**

I am committed to [Index Coop principles](#)

I am committed to serving the entire Index Coop with my work.

I am committed to open, rapid communication: I know that clear, constant, public communication lifts up the entire Index Coop community. I am committed to this style of communication.

Shared learnings: I will share my progress, learnings with the entire community. I will ensure that anything I create is accessible beyond my own tenure for future generations of Indexers to access & build on.

Intellectual honesty: I am committed to growth and improvement. I am open to feedback and will use feedback to improve my work for the benefit of the entire Coop community.

I am committed to making Index Coop a welcoming, fun, diverse, inclusive, and engaging community to work in!