

## PROPOSAL CHECKLIST

ITEM	YES/NO
1. Executive summary	
2. Statement of need – why the project is necessary	
3. Project description	
a. Goals and objectives	
4. Budget	
a. Financial description	
b. Explanatory notes	
5. Organizational information	
a. History	
b. Governing structure	
c. Primary activities	
d. Audience	
e. Services	
6. Conclusion—summary of main points.	
7. Proposal review	
a. Reviewed for content	
b. Reviewed for grammatical or spelling errors	
8. Cover letter attached and all signatures obtained	
9. Letters of support attached (if required)	