

Project Proposal Outline

Title Page	Title of the project: name and address of applicant; name of agency submitted to; national corrections contact person and phone number.
Summary	In approximately 250 words, the summary should identify the applicant; explain the reason for the request; give an overview of the objectives, events and costs of the proposed project; and the funding requested.
Introduction	Description of the national corrections system illustrating relationship to the potential donor's areas of interest.
Statement of the Problem	This is where you describe what needs to be done and why, and establish that the need or problem to be addressed. Usually includes facts and figures to document statements.
Objectives	The proposed outcome of the project is stated in clearly specified and measurable terms.
Procedures (or Approach)	This section describes how the objectives will be met, including overall design and explanation of specific activities. Includes a timetable for each phase and/or objective.
Evaluation	Explains how the success of the project will be measured. Indicates the type of evaluation information to be collected, how this will be analyzed, and provides a pattern for its dissemination and use. Evaluation criteria should be provided for each objective.
Staffing and Management	Describes how many and what type of employees will be needed for the project and how these will be selected. Information should be provided on the background of key personnel to stress experience, skill and credibility.
Budget	Provides a breakdown of all projected costs for the project, with an indication of the total dollar amount from the funding source, amount the applicant is contributing and any funds from other sources. Usually includes personnel salaries and benefits, equipment, supplies, travel and so on.
Facilities	Facilities required and how these will be provided. This section may likely be used to explain any special equipment or facilities pre-existing, or being acquired, that significantly facilitate or impact on the proposed project. This section may follow "evaluation" element.
Future and Additional Funding	This section would show that you have made plans for your project's future support. May name other funding sources currently involved or with an expressed future interest, and/or explain any features of the project that will lead to its self-sufficiency. This section, if utilized, may also follow "evaluation."