| [Committee Name] |
| --- |
| Project Proposal |
| [Insert Project Name] |

| [Type the author name]  Last Update: [January 1, 2012] |
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# Purpose

Discuss the broad purpose of the project, what is the purpose to the broader Rotaract community and to your club in specific. Why is this a project that should be of interest to your club members?

# Needs/Problem

*Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. This is the why of the project, why does this project need to be completed. A community needs assessment should be completed if possible and the summary discussed here. Ideas for information to include here are:*

* *Length of time needs/problems have existed*
* *Whether problem has ever been addressed before, and what the outcome was*
* *Impact of problem to target population*
* *Impact of problem to surrounding populations*

# Objective

*State the desired goals and objectives to address the needs/problems stated above. Be very specific about the object of the plan, what in measurable ways are you trying to accomplish with this project (ex. Trying to raise $1000 for a well project in Guatemala, in partnership with Rotaract). Also include key benefits of reaching goals/objectives.*

* *Specific & measurable goal 1*
* *Specific & measurable goal 2*
* *Specific & measurable goal 3*

# Deliverables

Provide detailed information about activities required and procedures. Include information on activities such as team creation, sponsorship, grant timelines, and actual work required. Should get into details about what the project is actually doing.

# Timeline

Provide as detailed information as possible on the expected timetable for the project. Break the project into phases and provide a schedule for each phase. A more detailed activity specific timeline should be created when the project is approved.

|  | **Description of Work** | **Start and End Dates** |
| --- | --- | --- |
| **Phase One** |  |  |
| **Phase Two** |  |  |
| **Phase Three** |  |  |

# Budget

State the proposed costs and budget of the project. May also be included in the appendix if a separate document or if a budget is yet to be created, discuss the overall expected budget and return on investment if it’s a fundraiser.

# Monitoring and Evaluation

*Discuss how progress will be evaluated throughout and at the end of the project.*

* Formulate clear indicators for each goal
* *Indicate how and when to conduct monitoring and evaluation activities to determine project’s progress and outcome*
* *State which methods will be used to monitor and evaluate the project*
* *Identify who will carry out the project evaluation.*

# Appendix

*Provide supporting material for your proposal here. It may be:*

* *Research materials*
* *Statistics or estimates*
* *Community Needs Assessment*
* *External quotes*
* *Other relevant information*
* *Brief surrounding project partners*