

## TEN QUESTIONS TO ASK BEFORE YOU START YOUR PROPOSAL

1. What is your project (in 50 words or less)
2. What need does it fill?
3. Why are you the right organization to do it? (*Think about your location, your experience, your existing relationships etc.*)
4. What difference will it make in the lives of the audience (*Be clear about who this project will reach*)
5. Is there anyone else doing this same work? (*Can you collaborate? If not differentiate yourself*)
6. Is the project right for the audience (*How have you consulted your audience? Is the venue, timing and delivery appropriate?*)

7. What is needed to make it happen? (*Personnel, supplies, venue, transportation etc; see planning document*)
  
  
  
  
  
  
  
  
  
  
8. How long will it take? (*Allow for planning time, implementation and evaluation & reporting*)
  
  
  
  
  
  
  
  
  
  
9. How will you measure success (Did you fill the need – ques. 1; how did they benefit? – ques 3; who did you reach?)
  
  
  
  
  
  
  
  
  
  
10. How much will it cost? (*see planning document*)