

Below is a very general sample draft for you to use as a template. Keep this to one page! Be succinct and complete. We hope this is helpful! – Concrete Couch (www.concretecouch.org)

DRAFT PROPOSAL for “**Students Need Artistic Pass-times**” or “**SNAP**” (catchy names are actually really a bonus...have fun with it!). **DATE. MAIN COLLABORATORS** listed here.

Project: What will you do? Build something? Create and perform a puppet show? Grow food for the lunch program? Short description of your plan.

Goals: Here are a few examples: To build community. To brighten up the school. To help visitors find the library. To engage our most at-risk students. To integrate new/foreign students with senior students. To make something our organization needs. To engage the community with our organization and its mission.

Group: Who will be working on this? Who would you like to engage? List both participant group and leadership group/individuals.

Site: Will you work on site, or at a remote location? Is there storage? Think about space use, and list possibilities.

Timeline: This should include the general flow (steps to get from idea to completion), as well as possible specific dates and times as well.

Expectations: Who will do what, when? The more you work out ahead of time, the smoother the project will go. (People are more relaxed when they know their exact role and expectations.)

Budget: This can be very simple, or more complex, depending on the scope of the project, and funding sources. Often you will list both cash needs, and material/tool/expertise donations in the budget, as well as their sources. (List if you have obtained any of the above, or what your strategy will be to obtain.)
A good budget is also a blueprint for many community projects, in that lining up your community resources is an important first step.

Contact: List the main and subsidiary contacts. Who will be spearheading the program, or if there is division of labor, who will do what? List their contact info.

Groups: List a short bio of each main collaborator or collaborating group (with website).

Other Stuff: Your project may have other very compelling issues to discuss, like legal questions. Add them in this one page narrative, where they make the most sense.

Timely: After you fill out this form, and have the first FREE meeting with CC, plan on communicating the final plan within the next week. CC teachers will contact you to help with these finalizing details. If we delay, entropy takes over....YUCK!