

Project One- to Two-Page Description for Funders

Project Name:

Primary Contact:

Associated Department within the College:

Total Project Cost:

Timeline, if any:

Project Status: (Is this a new or ongoing project? Has it been approved by your Dean?)

Project Background/ History

(Briefly describe the proposed project and its history.)

Constituency Served

(Describe who and how many individuals will benefit, directly or indirectly, from the project. Provide demographic information such as gender, age, ethnicity, socio-economic status, etc, if available. Feel free to use a table with percentages or other visual aid.)

Current Need

(What problem or challenge will this project address?)

Project Goals/ Objectives

(What do you intend to accomplish?)

Anticipated Outcomes/ Deliverables

(Provide measurable, action-oriented, time sensitive, specific outcomes. Outcomes are usually defined as changes in behaviors. Identify the specific deliverables from your project. Deliverables are products such as databases, software, curricula, flyers, reports, etc.)

Method to Accomplish Goals/ Workplan

(What activities, when, by whom – including key staff bios)

Evaluation

(Summarize how you will determine the achievement of your outcomes and measure overall effectiveness of the project.)

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Other Sources of Support

(Briefly describe any sources of financial support for the project. **Use the Project Budget Template to detail expenses.**)

For Prospective Donor Research Purposes

Key Word Search:

Suggested Areas of Interest/Applications of Research: