

Organization of a Proposal

(AKA: Table of Contents or Outline)

- I. Abstract (Executive Summary)**
- II. Organizational Background**
- III. Need**
- IV. Goals and Objectives**
- V. Methodology/Project Description**
 - Workplan**
- VI. Key Personnel/Management Plan**
 - Organizational Chart**
- VII. Evaluation**
- VIII. Budget**
 - Budget Narrative**
- IX. Appendices:**
 - Roster of Board of Directors (for non-profits)**
 - or Advisory Boards**
 - Letters of Support**
 - Resumes (if requested)**
 - Financial Audit and/or agency budget**
 - (for non-profits, if requested)**