Title: Subtitle

Proposal Author(s),

Day, Month, Year

Organization

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**Executive summary**

 Summarise in 2 paragraphs the proposal

# Proposal Overview

## Context of organization

What is the current organizational, program, etc. context in which the proposal is bring written. 2-3 paragraphs. Include any figures or appendices.

## Proposed activity

 Overview of the proposed activity

## Goal

 What is the change goal of this proposal and activity? Include any relevant literature or external support.

## Connection to Organizational Goals and Objectives

 How does this connect to the organizations strategic plan, mission, vision or values, theory of change and/or the organization action/business plan? Make specific connections and include references to internal documents.

## Anticipated Benefits

* Can be completed in point form or;

Further explained in sentence/paragraph form.

## What Happens If the Proposal is not Implemented?

 Be specific and back up assumptions with references or support.

# Operations and Resources

## Operations

 What does this look like operationally?

## Systems implications

 Implications for the organizational system, staff, leadership, program, wider system.

## Resource summary

What resources are needed? Staff, management, volunteers, budget, etc.

## Resource support

What is available to meet the needed resources? What are these estimations based on? What are the planned source or revenue to complete the proposal?

## Implementation

 Outline how the proposal would be implemented, including who would be responsible for aspects of implementation. Who needs to be involved or consulted? Include a figure or draft project plan if relevant.

## Risks, uncertainties

 What are the anticipated risks of this change, or blind spots and unknowns?

## Implementation Management, Performance Measurement and Evaluation

 How will success be measured? How will we know we’re on track?

## Conclusion

 One paragraph.

# Appendix 1

# References