

Pre-Proposal Worksheet

The following are the primary questions that should be answered in order to prepare a strong proposal. If you do not currently have all the answers, you may wish to consult with the CFR office for guidance. It is important to remember that proposal reviewers come from any number of backgrounds and fields.

1. Succinctly describe your project/program for which you are seeking funding (Who?, What?, When?,Where?, Why?, How?).
2. Why is this project/program important? Why would it be important to a specific foundation, corporation or funder?
3. What are the project/program goals (short and long term)? What impact will it have?
4. Explain the qualifications that would lend to a funder's confidence in your ability to successfully carry out this project.

5. Who is doing similar work? How is your project/program distinctive or what level of distinction exists?

6. What are your **measurable outcomes** of the program/project? How will you evaluate them? Who will evaluate?

7. What is the program/project timeframe?

8. If the program/project is ongoing, how will it be sustained when the grant period ends?

9. What is the total budget? Where are external funds needed?

10. What is your fundraising goal and strategy? Are there other supporters? Do you have specific supporters in mind?

11. Who is leading this project? Is there internal commitment? From who? Are there other parties involved or opportunities for collaboration within UD, or elsewhere? If so, who else should be brought to the table?

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