

Proposal Components Resource

These are the basic sections of a standard proposal. The Foundation Center¹, New York offers these suggestions for the length of each section:

Executive Summary	1 page
The Problem Statement	2 pages
Project/Program Description A. Goals B. Objectives C. Methods and activities D. Timeline E. Human Resources F. Evaluation Plan G. Sustainability Plan	3/4 pages
Budget	1 page
Organization Information	1 page
Conclusion	2 paragraphs
Appendices	Relevant documents that support your proposal, keeping it as brief as possible.
Cover Letter	1 page

¹ www.fdncenter.org