Office of Development
PROPOSAL DEVELOPMENT FORM
Defining the Basic Elements of Your Proposal Submission

The purpose of this form is to help you organize your ideas for a potential proposal submission. Regardless of the specific proposal format required by the prospective funder, these basic elements are typically the basis of your request for foundation funding. The result of this exercise will be a 2-3 page concept paper that will be helpful in the prospect identification and proposal development process.

1. **PROJECT DESCRIPTION/KEYWORDS**: Briefly describe (1-3 short paragraphs) your project. Two or three sentences with information about your unit would be useful, but the focus should be on the project objectives and short- and long-term goals, bearing in mind that private foundations tend to focus their grantmaking on project support as opposed to operational needs. Please include a list of keywords relevant to your project (this list facilitates the foundation research process).

2. **METHODOLOGY OF PROJECT AND SCOPE**: How are you going to accomplish your goals? Does the project have a regional, national, or international scope? Who benefits from this work? Does it serve the mission of the University? Does it meet one or more of the priorities of the campus strategic plan? Your college’s campaign plan? If so, please explain.

3. **PROJECT PARTICIPANTS**: Who are your campus partners? Which colleges/departments/schools are involved? Off-campus partners?

4. **WHY ILLINOIS?**: Explain why the University of Illinois Springfield is uniquely positioned to do this type of project (e.g. faculty credentials, institutional strengths, etc.).

5. **TIMELINE**: Provide a timeline for the proposed project, listing what will be accomplished during each year or project period. Does the proposed work involve a program that has been around for a while? If so, what has changed to precipitate the need for a new funding source?

6. **MEASURABLE OUTCOMES AND EVALUATION**: What specific outcomes do you anticipate at the conclusion of the project? What kinds of assessment tools do you plan to employ to evaluate your success?

7. **POTENTIAL FUNDERS?**: If applicable, please identify any foundations that you have identified as potential funders of the project. Have you already discussed this concept with funders? If so, what is the status of those discussions?

8. **ESTIMATED BUDGET**: What is the approximate amount of the total grant request? What are the general budget categories? Will this be a single or multi-year grant? If it will be a multi-year grant, how many years are required?

9. **SUSTAINABILITY**: Address how (and if) the project will be sustained financially after the funding period.

10. **PROJECT DEVELOPMENT NEEDS**: What types of assistance (if any) will you need to develop the grant proposal? (e.g. editing, budget development, etc.)