

Bergen Community College
B. Suggested Concept Outline for Proposed Grant Projects

Use the following outline as a guide for describing your proposed project.

I. Overview of the project

This first section describes your overall purpose for the project, explaining

- *What is your vision?*
- *Who will be your target audience?*
- *What benefits are expected for them, the college, and/or the field at large?*

II. Need for the project

All potential funding sources will want to know:

- *What need or problem is your project designed to address?*
- *Why is it so important for you to deal with that problem or need?*
- *What data, statistics, and examples substantiate your claims?*

III. Goals & Objectives

- *What are your goals (specific things you want to accomplish)?*
- *What are the objectives (action steps to attain your goals)?*
- *How do these relate directly to the need?*

IV. Project Description

- *What process will you use to accomplish objectives?*
- *What is the time frame and sequence?*
- *Who will carry out the project?*
- *Have you already started the project? What are accomplishments so far?*

V. Evaluation

- *What outcomes do you expect for the project, both immediate and long term?*
- *What quantitative data will you collect? What qualitative data?*
- *How will you assess the success or effectiveness of the project?*

VI. Budget

- *What money and resources are needed over what length of time?*
- *How much of your time will be needed to carry out the project?*
- *What other specific resources are needed for project success (personnel, equipment, supplies, facilities, travel, et cetera)? Why are they necessary?*
- *What other sources of support might be sought for this project?*