**Guidelines for Proposal Form**

Please refer to the following guidelines in completing the Proposal Form:

**Title**- Project name

**Purpose**- The purpose must highlight what is to be done or achieved and what **change** the project will bring.

**Project Summary-** The project summary must include:

* Project Objective/ Description- State the project objectives including scope and timeframe
* Project Background
* Clearly identified business case (why is there a need for this project)
* Expected Business Results

**Project Purpose/ Objective**

[Clearly identify main outputs/ deliverables and the activities linked to these deliverables.](file:///C:\Users\jjoe\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Outlook%20Temp\ProjectPlan%20Template.doc#_Toc233017503)

**Sustainability-** Sustainability must include:

* Project Structure
* Roles and Responsibilities of parties involved
* Evidence that the Project’s benefits will continue after our funding comes to an end
* Evidence that the project has the necessary stakeholder support