

# Checklist for a Proposal



### **CHECKLIST FOR A PROPOSAL (in this order)**

- Title Page (on letterhead, with contact information)
- Table of Contents
- Project Description
- Corporate Visibility (when appropriate)
- Statement of Need
- Organizational Capability
- Staff Capability
- Evaluation
- History
- Budget -- Expense/Income
- IRS Letter of Tax-Exempt Status
- Other Support Material
- Blank Page (for reader's notes)

### **THINGS TO REMEMBER**

- Number every page (no appendices)
- No adjectives
- No broken words at the end of lines
- 12 point type (or bigger)
- No abbreviations or acronyms
- Double space
- 11-13 words per line (maximum)
- Paragraphs of 5 lines or less