PROPOSAL WRITING (Peterson's)

Successful Proposal

1. Addresses a significant problem
2. Defines specific objectives
3. Uses an innovative approach
4. Details well conceived methods
5. Budget is in proportion to project scope
6. Assures reader of applicant's competence in following through
7. Flows logically or within provided format
8. Meets the deadline
9. Appropriate to sponsor's interests
10. Well documented
11. Written clearly
12. Well thought out

Unsuccessful Proposal

1. Unrelated to sponsor's interests
2. Research is uninteresting, unimportant
3. Project is not original
4. Objectives unclear
5. Methods inappropriate
6. Qualifications unclear or absent
7. Budget is inappropriate to scope or to sponsor's funds
8. Too complicated/technical
9. Format not followed
10. Supporting documents not supplied
11. Submitted after deadline

➢ "WHAT IS MY PROJECT?" DEFINE THAT NEED versus "I need money," which leads to a vague proposal.
➢ After clarifying your project, and even writing up a generic description/goal, research the funding sources which match your program (parts of your program).
➢ Read guidelines THOROUGHLY. Write your complete proposal, research budget, and tailor your proposal to the parts of each funding source which apply to your project.
➢ Have someone unfamiliar with your project read your proposal (some funding sources have this built in to the application process).
➢ Refine, finalize proposal and turn in on time (keep a copy for yourself).

Student Organization Advising & Resources (SOAR) is open Monday - Friday, 9:00 am - 4:00 pm (incl. lunch), 459-2934. We're on the first floor of the Student Center, across from Student Junxion Pizza.