**Birmingham-Southern College**

**Office of Sponsored Programs**

**Proposal Drafting Form**

Please use this form to frame the basics of your funding idea. This is intended to help you draft your idea prior to submission of a formal Intent to Submit form and the BSC internal review process. It is not a substitute for any abstract / letter of intent, etc. that may be required by the sponsoring agency, it is simply a way to help you start organizing your thoughts.

If you have any questions or feedback, please contact the BSC OSP at 205-226-4667 or [jchandle@bsc.edu](mailto:jchandle@bsc.edu)

1. **Working Title**

*A proposal title should allow the reader to understand the primary aim of the proposal quickly and clearly.*

1. **Introduction/Abstract/Summary**

*A brief overview of the proposal with relevant information about the institution, its ability to complete the project, need, methods to be used and how those served will benefit. This is the first thing the reader sees, but it is written last.*

1. **Institutional Background**

*Describes the institution in terms of its location, demographics, mission, relationship to the service area and past successes in the project area. Establishes credibility.*

1. **Problem Statement/Needs Assessment**

*Documents the problem or need with hard data, linking it to the funding source’s goals and priorities. What is the situation that is causing concern? Why is it happening?*

1. **Program Goals and Objectives (Outcomes)**

*Identifies anticipated outcomes and benefits in measurable terms. How is the situation expected to change as a result of the grant program?*

1. **Methods/Implementation Plan**

*Describes the activities that directly support the achievement of the objectives. A timeline may be included in this section as well as a description on staffing needs.*

**7. Evaluation Plan**

*Presents a plan for determining the success of the project at interim points and at the end of the project.*

**8. Future Funding/Sustainability**

*Describes how expenses not supported by the grant will be covered and how the project effort will continue after the grant ends.*

**9. Budget**

*Identifies the costs to be met by the funding source and the methods used to determine costs.*