**Assignment #3**

**Program/Project Description, Logic Model, Workplan and Budget**

This section of your proposal provides a clear and detailed description of the program/project that you are proposing.

It must include a rationale explaining how your agency’s proposed program/project works to address the identified problem/need(s). Use paragraphs and full sentences, but make sure to include appropriate headings so the reader can follow along easily.

Make sure to include a clear and detailed description of the following to describe the purpose and broad goals of proposed program/project:

1. Describe briefly the long-term outcome or impact of proposed program/project and how it contributes to your agency’s mandate (Note, long term outcome or impact statements are what you hope to accomplish, but you may not be able to measure them within the life of proposed program/project)
2. Who are the intended beneficiaries of proposed program/project including their characteristics (i.e. demographic information, their assets etc.)
3. Describe the ways in which members of the client group had been consulted/involved in the development of the proposed program/program (demonstrate you have the support of the clients to move ahead with the proposed program/project)
4. Describe briefly the setting and location (i.e. where the proposed program/project will be implemented and accessibility)
5. Describe the proposed strategies and activities your proposed program/project plan to offer
6. Be explicit and state exactly how you hope the strategies/activities will achieve the short-term or immediate outcomes and address the need, how your short-term outcomes contribute to long-term outcome (attach program/project logic model)
7. If applicable, talk about partnerships/collaborations your agency plans to develop with others to maximize your proposed program’s/project’s capacity to address the need
8. Describe staffing or program/project team’s experience/qualification; their roles and responsibilities; and how their roles and responsibilities relate to the implementation of program/project strategies/activities described above; and are essential in achieving the proposed program/project’s goals.
9. Explain briefly how much it will cost to implement proposed program/project; indicate how you plan to raise the resources; the amount you need, and the amount you are requesting from the funder (attach a detailed budget)

**Budget**

The Budget provides a clear and detailed description of the financial implications of your proposed program/project. Your budget must include both revenue (including in-kind contribution) and an expense section. Don’t forget to add budget notes. Budget estimates should be based on research and must be realistic. The budget needs to demonstrate the following:

* Use a table form
* Include the name of the selected funder and funding request
* Clearly show revenue (including in-kind contribution) and expenses
* Use a budget narrative or budget notes to explain budget items.

This section should be no longer than 500 to 800 words, single-spaced. The program/project theory or logic model, workplan, and budget are separate attachments.

**Program/Project Description, Logic Model and Budget Rubric**

Group Members:

Title of Proposal:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Grading Rubric** |  |  |  |
| **Section (%)** | **Exemplary** | **Accomplished** |  | **Developing** | **Beginning** |  | **N/P** | **Score** |
| **Program/ Project Description** (15) |  | * Program rational is clearly stated and clearly identifies who will be served
* Program activities and methods of delivery are clearly stated and are supported by evidence, staffing roles are clearly stated
* Short and long-term outcomes are clearly stated and are aligned with agency’s mission
* Program logic model is clear, realistic and causal assumptions between program input, activities, outcomes, impact are clear/plausible, and are aligned with program description
* Workplan is clear and detailed
* No grammatical and/or spelling mistakes
* Budget table is complete and accurate (revenue and expense sections are clear)
* Estimates are reasonable
* Includes in-kind sources of support
* Amount requested can be appropriate to funder(s)
* Clear link to proposal

 **(15-13)** | * Program rational is stated
* Adequately identifies who will be served
* Program activities and methods of delivery are stated and supported by some evidence, staffing roles are adequately stated
* Short and long-term outcomes are stated but are not fully aligned with agency’s mission
* Program logic model is fairly clear, realistic and causal assumptions between program inputs, activities, outcomes, impact are fairly clear/plausible, and are fairly aligned with program description
* Workplan is fairly clear and detailed
* A few grammatical and/or spelling mistakes
* Budget table is mostly complete (revenue and expense sections are mostly clear)
* Estimates are fairly reasonable
* Include some in-kind sources of support
* Amount requested can be appropriate to funder(s)
* Some link to proposal

**(12-10)** | * Program rational is poorly stated
* Does not clearly identify who will be served
* Program activities and methods of delivery are not clearly stated and supported by little/no evidence, staffing roles are not stated
* Short and long-term outcomes are vague/general and are not aligned with agency’s mission
* Program logic model isn’t clear, realistic and causal assumptions between program inputs, activities, outcomes, impact are not clear, and are poorly aligned with program description
* Workplan is not clear and not detailed
* Several grammatical and/or spelling mistakes
* Budget table is incomplete and some inaccuracies
* Estimates are not reasonable
* Does not include in-kind sources of support
* Amount requested is not appropriate to funder(s)
* Potential link to proposal. **(9-7)**
 | * Program rationale not stated
* Does not identify who will be served
* Program activities mostly missing
* Short and long- term outcomes missing
* Program logic model have components missing, and not aligned with program description
* Workplan is not adequate or missing
* Many spelling and/or grammar mistakes
* Budget table is incomplete with inaccuracies
* Estimates are not reasonable
* Does not include in- kind sources of support
* Amount requested is not appropriate
* Little to no link to proposal

**(6-1)** |  Not provi-ded (0) |  |