

How to Create a Proposal

Do you have a great idea for improving your neighborhood, school, or community? What about starting a hiking club? Making the food in your school lunchroom more nutritious? Describe your idea in a written proposal. Then present your proposal to someone (a teacher, club leader, city official) who has the power to help you make it happen.

1. Give it a title.
2. Name your audience (To: _____).
3. Identify yourself or your group (From: _____).
Include your sponsor's name.
4. Write the date on your proposal.
5. Describe the project you are proposing.
6. Describe step-by-step how you plan to carry out your project.
7. List any equipment or services you will need.
8. What will your project cost? Include a budget.
9. Include the dates when your project will start and end.
10. Keep it simple!