**Template for Project Proposal**

*Proposal Template: This is just a guide for beginners on proposal writing. You may include other things that you think will be necessary and exclude things that do not apply to your project. A proposal is also just a plan of what you intend to do.*

*Proposal Template: This is just a guide for students who have no idea on how to*

PROJECT TITLE

[Name of Team Leader]

[Name of Team Member]

[Name of Team Member]

[Name of School]

[Date]

**Main Project Aims**

Write down the aims you hope to achieve. What do you hope your target audience will take away from this project?

**Project Idea/Methodology**

In this section, tell us about your project idea. Include:

* Activities you will be doing
* The intended date and venue
* The expected response from target audience
* Who is the target audience?
* How many people do you aim to reach out to?

**Committee Members**

*Note down your team members’ names, roles and job scopes. Just a brief description will do.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Job Scope** |
| Name A | Role A (e.g. Event manager, chief of photography, logistics head, etc) | * E.g. in charge of publicising the event on Facebook, Instagram, TikTok, etc. |
| Name B | Role B (e.g. Event manager, chief of photography, logistics head, etc) |  |
| ... |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Volunteer Manpower**

*Include a rough estimate of the manpower you will need to implement the project.*

|  |  |
| --- | --- |
| **Role** | **Number of Volunteers** |
| Logistics | 4 |
| Photographer | 2 |
|  |  |
|  |  |

**Timeline**

Provide us with a timeline for your project. This will include the date you will complete planning for certain things and the date you will start publicising prior to the event.

You may present your timeline in a different format, as long as it is easy to understand.

*Note: Do not start contacting suppliers before approval of project. This is just a guide as to what you plan to do AFTER approval of the project.*

|  |  |  |
| --- | --- | --- |
| **Preparation Phase 1** | **Start Date** | **End Date** |
| Details:   * E.g. complete gathering of all required members * E.g. complete list of potential suppliers | **DD/MM/YY** | **DD/MM/YY** |
| **Preparation Phase 2 - Publicity** |  |  |
| Details:   * E.g. Start off publicity on Instagram * E.g. Posters to be put up |  |  |
| **Preparation Phase 3 – Trial Run** |  |  |
| Details:   * E.g. Trial run to be held * E.g. Make necessary changes to programme |  |  |
| **Start of Event/Campaign** |  |  |
|  |  |  |

**Event Schedule**

If your project is a programme, include your ideal timeline for your programme on the actual day itself.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Venue** |
| 1100 | Meeting time |  |
| 1100-1140 | Briefing for team members |  |
| 1140-1200 |  |  |
|  |  |  |
|  |  |  |

**Budget Summary**

|  |  |
| --- | --- |
| **Estimated Expenditure** | **Amount** |
| Item A | $-.-- |
| Item B | $-.-- |
| Item C | $-.-- |
| **Total Expenditure** |  |

**Impact Evaluation**

* Tell us how you intend to evaluate the effectiveness of your project to know if you have met the aims of this project.
* Will it be measured by the number of people who attend your programme?
* Will there be a pre and post survey for your target audience to fill?

**Contingency Plan**

Tell us about your contingency plan.