

## Proposal project outline sample

<p><b>Organization name:</b> After School Central  <b>Project name:</b> Wisdom Exchange Program  <b>Project time period:</b> September–June</p>	
<p><b>Need</b>          (Explaining why your project is necessary)</p>	<ul style="list-style-type: none"> <li>• Many students are reading below grade level at PS 111</li> <li>• Supporting Facts or Statistics: Standardized test results for reading in our district. Comparison with surrounding schools demonstrating that the reading scores at PS 111 are low.</li> <li>• Senior citizens are in need of meaningful volunteer work opportunities</li> <li>• Supporting Facts or Statistics: Quote from Surgeon General regarding correlation with seniors who volunteer and higher quality of life.</li> </ul>
<p><b>Project description</b></p>	<p><b>The Project description includes information from Goals, Objectives, Methods, Staffing, Partnerships, Evaluation, and Sustainability.</b></p>
<p><b>Goals</b></p>	<ul style="list-style-type: none"> <li>• Increase reading levels for students</li> <li>• Provide meaningful, rewarding, volunteer work for seniors</li> </ul>
<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• Recruit 20 students, grades 3 thru 6, who are below grade level in reading</li> <li>• Increase reading levels of at least 75% of student participants to their grade level</li> <li>• Recruit, train, and retain at least 20 seniors as tutors for one year</li> </ul>
<p><b>Methods</b></p>	<ul style="list-style-type: none"> <li>• One senior citizen will tutor one student for 2 days a week for one year</li> <li>• Tutors are trained volunteers from Madison Community Center and Centro Senior Center; students are from PS 111</li> </ul>
<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• Project Coordinator to oversee project</li> <li>• Reading Instructor (consultant) to provide training for seniors. Remains available as a resource throughout the project. Assists in the evaluation of the program.</li> </ul>
<p><b>Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Madison Community Center</li> <li>• Centro Senior Center</li> <li>• PS 111 School administration</li> <li>• PS 111 PTA</li> </ul>
<p><b>Evaluation</b></p>	<ul style="list-style-type: none"> <li>• A pre- and post-test to determine reading skills</li> <li>• Student folders with progressive work samples</li> <li>• Volunteers and staff meeting logs to evaluate and record the successful procedures and the obstacles encountered</li> <li>• A survey for volunteering seniors regarding their learning experience, satisfaction, etc.</li> </ul>
<p><b>Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Donations will be solicited from individuals in the community</li> <li>• Future support will be sought from United Way and from local government agencies</li> </ul>