



PROPOSAL WRITING SEQUENCE

The way you write and present a proposal is not in the same order. You absolutely must provide the proposal to the funder in the order that they specify, however, DO NOT write it in the order they specify. It is more effective to compose the elements in a different sequence... one that more naturally follows the thinking process.

Below is a chart that illustrates the order that proposals are typically requested in and the sequence that they are most efficiently written in.

Number Order	Title	Descriptor	Completion Order
	Summary	Clearly and concisely summarizes the request	#7
I	Introduction	Describes the agency's qualifications or "credibility"	#6
II	Problem Statement or Needs Assessment	Documents the needs to be met or problems to be solved by the proposed funding	#1
III	Objectives	Establishes the benefits of the funding in measurable terms	#2a
IV	Methods	Describes the activities to be employed to achieve the desired results	#3
V	Evaluation	Presents a plan for determining the degree to which objectives are met and methods are followed	#4
VI	Future or other Necessary Funding	Describes a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant	#5
VII	Budget	Clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties	#2b