

BASICS OF PROPOSAL WRITING Work Plan & Budget

By: KO EcDev

Proposal Content

Cover Letter
Title Page
Executive Summary
Introduction
Project Description
Goals & Objectives
Work Plan
Evaluation
Staffing & Administration
Sustainability
Organization Information
Budget
Appendices

Call for Proposals: Getting Started

- Where do I look for project funding?
 - K-Net news, Wawatay News, Faxed to FN
- Does my idea match the objective of the funding program?
 - The guidelines are sometimes very long and boring, but provide insight into what is funded and what should be emphasized when writing the proposal.
 - Call the contact and tell them your idea, they'll tell you if it fits or how to make it fit.

Completing the Application

- Project Description & Objectives – be specific
- Project Need – assume that the funder doesn't realize the challenges of living in the North.
- Meeting the Criteria – check the guidelines and copy the criteria that fit your idea
- Project Benefits
- Partnerships & Support (BCR)
- Evaluation – how will you know that the project is successful (# of people trained)?

Appendices

Add Appendices to help share your community's story, provide examples of successful projects and evidence of need

- Past community studies
- Photos
- Map of community location
- News articles

Work Plan

- **Work plan is a guide of your activities**
- **You can use the work plan as a project manager/coordinator to plan your work when approved**
- **Some funders are flexible with how the work plan is carried out when approved so be creative but realistic**

SAMPLE Work Plan: Trap Line Development

#	Phase	Task	Completion Date
1	Preparation	Community Meeting	May 15, 2009
2		Hire Coordinator & Youth	May 30, 2009
3		Order Construction Materials	June 15, 2009
4	Construction	Build 2 cabins	August 30, 2009
5		Map trap line routes with GPS	August 30, 2009
6	Reporting	Draft Report	September 30, 2009
7		Community Meeting	October 15, 2009
8		Post maps & report on comm. website	October 31, 2009
9	Follow-up	Evaluation	November 30, 2009
10		Submit Final Report	December 15, 2009

Expenses	Total	Timeline			
		Week 1	Week 2	Week 3	Week 4
Community Support Group					
Open community Meeting					
Conduct Info and Training Session					
Meet Weekly					
Outreach Activity with Youth					
Draft Activity Report					
Present Activity Report to funder					
Other Expenses					
Travel (2 trips)					
Office Supplies					
Community Meeting Refreshments					
Total	\$				

Online work plans

Checkout some free work plans that you can use online to share your updates with partners and staff

www.meeting.knet.ca
community project websites

www.myknet.org website (basic)

www.basecampHQ.com
free project management

Budget

Financial description of the project.

A project budget is a reflection of how thoroughly you have thought through your project.

- The guidelines will indicate what is and is not a valid expense
- The budget you submit will be part of the contract and is often not flexible

SAMPLE BUDGET: Trap Line Development

Expenses	Description	Total
Staff		
Materials		
Office & Administration		

Budget Details

- Admin is usually 10% or less
- The project has to be for something new, not just funding for an ongoing program
- Provide details of how you came up with the numbers
- Quotes are recommended for capital purchases and give realistic estimates

Why Proposals Fail

- Expenses are not eligible
- Project is not sustainable
- Proof of financial management
- Insurance
- Duplication of Programs
- Doesn't meet funder mandate
- Missing some part of application

Sticking with Your Budget

Expense	Budget	Amount Spent	Receipts (#)
Detailed description			
Human Resource Costs			
Vehicle Rental and Operation Costs			
Guides to travel on the land and teach youth Lease and operation of ATV & Skidoo. 500/day * 5 days	\$ 2,500.00	\$ 2,500.00	Community receipt #8
Total:			0

Incorporation - Not-for-Profit

1. **Submit an Application for Incorporation (4 pages)** – 3+ directors, contact info & objectives of corporation
2. **Choose a unique name**
3. **Fee of \$155**
4. **Covering letter giving a contact name, return address and telephone number.**

http://www.ontario.ca/en/business/STEL02_163189

Tips

always call the contact, they are helpful in making your idea fit. The contact will often be the one presenting your idea to the approval board. Convince the contact and you will have a better chance of them presenting your proposal in a favourable manner.

• some funders want the application mailed to southern Ontario by the due date – make sure you have enough time

• The website can also be used as a final report of activities

Next workshop

Oct 7, 2009

Impact of Parklands

Contact



KO Research Institute
www.research.knet.ca

Mark Kakegamic & Franz Seibel
(807) 766-8442
Toll Free 877.737.5638 X 1266 OR 1221