



Proposal- Template

Summary:

- Describe the proposed program/service.
- What was the catalyst for developing this proposal?

Outcomes:

- What learning outcomes should we expect to see on behalf of our patrons?
- What other changes in knowledge, skills, attitudes or behaviors should we expect to see as a result of the proposed program/service?

Criteria:

- We will know the outcomes have been met when... (Set goals for qualitative and quantitative results. Be specific.):

Actions:

- What initial actions need to be taken, and by whom, to move forward?

Expenses:

Item	Cost Per Item	Number of Items	Total Cost
Total:			

Evidence:

- What specific evidence will we collect – both quantitative and qualitative?

After the Program, we will:

Analysis:

- Analyze the quantitative & qualitative data, as planned for in the “Evidence” section.
- Assess: Did we meet our goals and intended outcomes?



Change:

- What might we do differently next time to better meet our goals?
- How can we continue to move forward with and expand upon our success?

Communication:

- Who and how will we communicate outcomes, internally and externally?

Submitted By:_____

Date:_____