**Alumni Follow-On Grants**

**Workbook**

***Designed to help you develop***

***and practice writing your proposal.***

**Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Write a one-sentence Statement of the Problem. (Why are you doing this project?)**

**Example:** *Increased smoking among youth in the U.S. will have serious, long-term health effects.*

**Your Statement of the Problem:**

**Step 2: Identify three types or sources of data to verify the problem statement. (What data exists to prove this is a REAL problem?)**

**Example:** *1) American cancer society data on lung cancer rates, 2) Look for increases in other diseases linked to smoking like emphysema, 3) Look for research studies to show increases in smoking among youth , 4) Look for research studies to show youth are starting to smoke at a younger age*

**Your sources/types of data:**

**Step 3: Write three objective statements for your project. Each objective should be an action statement that is measurable, time sensitive and attainable (appropriate for the scope of the project).**

**Example:** *1) Develop and distribute an educational brochure to reduce smoking in youth ages 12-16 by July 1.*

*2) Design a public-service announcement based on the educational materials by December 1.*

**Write your three Objective Statements in the box below:**

**Step 4: For each objective above, what will you measure to prove that you have accomplished your objective?**

**Example***: For objective 1) Develop and distribute an educational brochure to reduce smoking in youth ages 12-16 by July 1, I will measure*

1. *completion of the brochure*
2. *number of brochures distributed*
3. *number of youth receiving the brochures*
4. *I will design a survey and ask youth to provide feedback on the impact of the brochure to see if the brochure will make them try to quit smoking*

**What are measures of progress for each of your objectives:**

**Step 5: Pick one of your objectives and identify 2-3 activities under the objective.**

**Example:** *For objective 1) Develop and distribute an educational brochure to reduce smoking in youth ages 12-16 by July 1, I will do the following activities:*

1. *Visit my local American Cancer Society office, 2) Visit local pediatric hospital oncology unit, 3) purchase software for brochure design/publishing, 4)….*

**List your activities for one of your Objectives below:**

**Pick one activity and list what will you need in order to accomplish that activity (you can use the Activity Planning Form to help you do this).**

**Example:**

*For the visit to the American Cancer Society, I will need:*

* *bus fare to/from the office,*
* *a handout explaining who I am and the project that I am working on*
* *thank you card*

**List the activity and what you will need in order to complete that activity in the box below:**

**Step 6: Create a Timeline for each objective and the activity under each objective.**

**Step 7: Repeat Steps 5 and 6 for each of your Objectives.**

**Step 8: Here is a sample budget form - what might be your budget items for the activity above? Place the budget items in the *Expenses* column. You may not need some of the items already listed in the expense column on the sample budget below and you should remove those items you do not need. You may also have to add items to the Expenses column.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenses** | **QTY** | **Cost (local)** | **Cost (USD)** | **Total Cost (USD)** | **Cost- Sharing** | **TOTAL** |
| **Space and Equip Rentals** **Classrooms** **LCD projector**  |  |  |  |  |  |  |
| **Professional Services** **Speaker honorarium** **Speaker travel** |  |  |  |  |  |  |
| **Supplies** **Textbooks** **Photocopies** **Paper** |  |  |  |  |  |  |
| **Travel** **Transportation** |  |  |  |  |  |  |
| **Printing and Publications** **Website** **Newsletter\brochure** **Certificates** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**Step 9: For the activity identified in Step 5, write a 2-3 sentences which explain what the items are any why you need them? This becomes part of the Budget Justification.**

**Example:** *I do not have a car so I will use public transportation to visit the American Cancer Society. I will follow-up each visit to a place like the American Cancer Society with a thank you card containing my contact information, so I will need to purchase on box of thank you cards.*

**Write a budget Justification for one of your activities below:**

**Step 10: Review the instructions and make sure you have all the required components of the proposal:**

 \_\_\_\_\_ Correct personal and contact information

 \_\_\_\_\_ Title of Project

 \_\_\_\_\_ Project Overview

 \_\_\_\_\_ Project Proposal (limited to 6 pages including timetable, budget and budget justification)

 \_\_\_\_\_ Timetable

 \_\_\_\_\_ Budget

 \_\_\_\_\_ Budget Justification

 \_\_\_\_\_ Certification

**NOTES:**