

Developing a project proposal

Developing a basic outline of your project or idea is beneficial when talking to potential funders, partners and collaborators. These 7 steps offer guidance as to the areas that need to be included and the type of information that is useful.

- **The Organisation**

Background information about your organisation, its mission statement and the type of services it provides.

- **The Project**

Describe what you are going to do - what arts and other activities the project will include, dates, times, timetable (when appropriate) and issues that maybe explored. Talk about the people that will take part in the project, how do you know the people in your group want this project, do you have any evidence?

- **Aims & Outcomes**

What you intend to do and what this will achieve either during the project or after it has finished. How many people do you estimate will benefit from taking part in this project?

- **Partnership working**

List the partners in the project, outline their contributions, include staff, volunteers, the artist (s) or arts organisation. What are the roles and responsibilities for each partner?

- **Documentation**

State how you will document the project, what media and methods will you use? For example, photographs, video recording, scrap book etc

- **Monitor and evaluate the project**

How you will engage the group in the monitoring and evaluation processes, what methods of evaluation will you use? How will you use this information to plan what the group may want to do next? Will you use documentation to enhance the evaluation of the project/

- **Income and expenditure**

State the cost of the project and how the funds will be spent, (artists fees? Materials? Resources?) If the project will receive in kind support (venue, staff or volunteer free of charge) then cost the amount for the service as in kind and include this in a budget of its own.