UO Student Sustainability Fund: Proposal Writing Tips

Before you begin

• Read all related grant materials (application, guidelines, previously funded projects – see http://ssc.uoregon.edu/programs/ssf/) and contact Eric Beeler, Student Sustainability Center Coordinator, with questions about eligibility or restrictions.

• Consider who is reading your proposal. SSF grant reviewers are busy students, faculty, and staff. They may not be familiar with you, your program, or your project so it’s important to be clear and detailed, yet concise. Reviewers are reading several proposals, so you want to make this interesting and easy for them.

• Always get written permission if your project impacts a campus facility, program, or department. Give project partners ample information and time to write letters of support.

Proposal Content

• Divide Summary and Narrative content into specific sections (see below). The Summary should be brief (1-2 pages) and serve as an introduction to major project plans and goals. Use the Narrative to offer greater detail and examples.

  : Use headings and white space to break up paragraphs

  : Make sure the proposal is logically organized

  : It’s always ok to use less space than suggested, but never exceed space limitations

Suggested Content:

Introduction
• Describe your group’s purpose and history (why established, when and by whom). Identify major activities, audience, outreach, and funding. If applying as an individual, include a few applicable details about yourself (year in school, major course of study, career aspirations, etc.) and discuss your interest and/or experience in related sustainability initiatives.

Project Description
• Describe your specific project, how the idea was conceived, and how it will solve a problem or fill a need not currently addressed on campus.

Audience
• Describe your target audience, why you selected this group, and anticipated project impact
Goals
• Identify key project goals and how they align with the SSF’s mission and goals

Promotion
• How will you reach your targeted audience (i.e. Social Media, print advertising, etc.)

Key Project Players
• Identify who’s involved and what they will do. Stress key staff experience and qualifications.

Timeline
• List key project tasks and when they will take place within the one year grant period

Funding Request
• Explain how much grant support you are requesting and describe specifically how it will be used. Identify other project costs and how they will be covered (committed or anticipated support). You might also want to explain what happens if you do not receive your full grant request. How will you scale back?

Evaluation
• How will you know if your project is a success (i.e. meet target event attendance, receive positive participant survey feedback, etc.)

Packaging Your Proposal
• Neatness Counts. Type your application, use spell check, and always proofread. Ask someone else to read your final draft.

• Include all required attachments and signatures. Do not add additional information (photos, letters of support, etc.) unless requested.

• Meet or beat the submittal deadline. Late proposals will not be considered.