

IRG CULTURAL PRESERVATION FUND

Understanding People, Improving Lives

PROPOSAL OUTLINE

This should be considered a general guide; individual projects may call for variations on this outline. The total proposal including appendices should not exceed 10 pages.

I. Cover Sheet

Project Title

Location/ Institution

Project Director Local person responsible for the project

IRG Project Sponsor IRG staff person or consultant who will, on a volunteer basis, oversee the project

Date

II. Proposal Body

Project Rationale and Objectives Describe the need to be fulfilled, its significance, and how the project will meet that need.

Project Plan Outline the specific activities to be undertaken

Participants

Schedule

Budget Budget by major category of expenditures, e.g. labor days and dollars, other direct costs, including travel, publications, etc. Indicate any matching funding or in-kind contributions

III. Appendices

Supporting materials such as résumés, institutional background, supporting letters.

