

## Cover Letter

Letterhead

Send to Executive Director

Talk about the strategic link between you and the funders mission statement

The total cost of this project is \$\_\_\_\_\_ and matching funds are expected to equal \$\_\_\_\_\_.  
The Pine Tree State 4-H Foundation respectfully requests \$\_\_\_\_\_ from the \_\_\_\_\_  
Foundation for the XYZ Project.

A similar proposal(s) is/are being sent to \_\_\_\_\_ Foundation.

## **Summary**

Limit to 1 page

One paragraph --10 lines (not sure what this means?)

Capability of organization--important point

Problem statement--important part of problem

State objectives

Methods proposed to use

Evaluation and sustainability plan

XYZ PROJECT

Submitted to:

**XYZ Foundation**

Submitted by:

Dr. Fred Schlutt  
Executive Director  
Pine Tree State 4-H Foundation  
Address  
City, State, Zipcode

Contact:

Dr. Fred Schlutt

**Table of Contents**

Introduction	x
Problem Statement	x
Objectives	x
Methods/Plan of Action	x
Evaluation and Sustainability Plan	x
Future/Other Funding	x
Budget	x
Attachments	
Collaboration Agreements	x
Board Membership	x
Program Director Job Description	x
Executive Director Resume	x
Letter of Commitment	x

Volunteer Training Outline	x
Evaluator Resume	x
501 (c)(3) letter	x
Annual Report	x
Current Operating Budget	

## Introduction

Introduction to our organization

**University of Maine Cooperative Extension** *is the major educational outreach program of the University of Maine, with offices statewide. UMCE provides Maine people with research-based educational programs to help them live fuller, more productive lives.*

In response to citizens' needs and aspirations, Cooperative Extension in Maine for over 90 years has provided community programs in home horticulture, ecological landscaping, 4-H youth and family development, aging, wildlife habitat management, water quality, family resource management, nutrition and food safety, waste management, tree and small fruit production, parenting, sustainable agriculture, livestock production, home-based business development, community leadership and work force development. Extension staff develops and offer these educational programs in collaboration with Maine citizens.

Cooperative Extension is part of a nationwide educational network. It is supported financially by a partnership of the United States Department of Agriculture, the State of Maine through the University of Maine, and county governments.

Background, history, mission, activities (bullet form)

Whom you serve

Demographics

Board/Staff/volunteers

Awards

Accreditation & licensing

Evaluation information---track record

Funding sources

3<sup>rd</sup> party credibility

## **Problem Statement**

Nature & Extent

What is the problem/facets of the problem?

What are the consequences and results of the problem?

What is the local incidence of the problem?

Statistics---hard data

Anecdotal stories

Describe target group ----paint a picture

Reasons & Causes

Know your audience---put a human face in proposal

Why is the problem or need occurring?

How do you know?? (Cite sources)

What is currently being done to address those reasons?

Should other organizations become involved in helping to address the reasons?

## Objectives

Designed to decrease a negative phenomenon or increase a positive phenomenon and will usually begin with the terms “to increase” or “to decrease”; how do you propose to influence a situation/issue?

Avoid: “to provide”; “to develop”-----these are methods

Objectives must be...

Measurable

Time-limited

Outcome oriented

Related to the problem

Realistic

Objectives are the ends

Outcome objectives - decrease or increase

Process objectives - establish, develop, publish, distribute

## **Methods/Plan of Action**

These address the reasons or causes for the problem

What will be done?

Who will do the work?

Who will be served?

When will services be provided?

Where will work be done?

How will work be done?

Why this approach/method over others.

Methods are the means

## **Evaluation and Sustainability Plan**

What will you consider success?

How will you know when you have accomplished your objectives?

What data will be collected?

When will data be collected?

Who will be responsible for collecting data?

What will you do with the results?

## **Future/Other Funding**

How do you plan on sustaining the project once the funding period is over?

Who else supports this??

In-kind support?

Contracts for services

User fees

## **XYZ Project Budget**

One page

Smaller font

## Attachments

- Collaboration Agreements
- Board Membership
- Program Director Job Description
- Executive Director Resume
- Letter of Commitment
- Volunteer Training Outline
- Evaluator Resume
- 501 (c)(3) letter
- Annual Report
- Current Operating Budget
- 3 promotional pieces