



## OUTLINE for a PROJECT PROPOSAL

All projects in excess of \$2500 **MUST** include a proposal that contains **ALL** sections outlined below.

### ❖ PROJECT BACKGROUND

This section provides the opportunity to share the following information:

- The section(s) of the Trust Agreement under which the application is being made (please see section 8.2 b of the Trust Agreement for eligible areas in which Members can apply).
- Rationale as to why the project fits under the particular section(s) of the Trust Agreement.
- How the project will invest in strengths such as (but not limited to) traditions and customs; connection with the land; language; healing and/or wellness; children and youth; education and training; economic development; Elder's knowledge and direction.
- The background, rationale, history or philosophy of the project.
- How the project will benefit the Rainy River First Nations and/or its Member(s).

### ❖ PROJECT GOALS AND OBJECTIVES

The goals and objectives of the project must be clear and attainable. They should demonstrate the impact on Rainy River First Nations membership (whether that is one individual or a group).

There is a distinct difference between goals and objectives. Goals are broad, general, abstract intentions. Objectives are narrow, precise and concrete.

Example      **Goal:** To know about the human body.  
                   **Objective:** To be able to name the bones in the human body as stated in the HB textbook.

### ❖ PROJECT ACTIVITIES AND WORK PLAN

All of the activities that will take place during the project should be outlined. To develop this section of the proposal review what must take place in order to fulfill the goals and objectives that have been noted. Some activities will have multiple steps to completion. All steps should be listed. The Work Plan table format outlined below (or one similar) should be used as this Work Plan may be linked to payment schedules should the project be approved.

#### PROJECT WORK PLAN

Activity	Details	Timeline	Status of Completion

## ❖ PROJECT EVALUATION PLAN

The evaluation plan is a critical component to any project. It confirms that the activities are measurable, attainable and demonstrates that the project is results oriented.

The evaluation plan is more than an opportunity to demonstrate that the goals and objectives of the project have been met. The evaluation plan is also an opportunity to make improvements throughout the project, note challenges that impact results, chart best practices and monitor success.

The evaluation plan can be simple or complex – it is based on the results being sought and the best methods for ensuring the project is successful. It may be monitoring activities and results at set intervals. It may be including evaluation forms in activities delivered. It may also be reviewing the process at the end of the project and noting challenges, best practices and overall successes/failures. The evaluation plan is a vital project component and must be included in the proposal.

## ❖ PROJECT BUDGET

The budget serves its purpose best if it is easy to read and outlines all of the cost data for the project. Within a Trust application, the budget should also demonstrate any additional contributions being made to the project whether this is thru personal equity contributions (equity contributions must be tangible) and/or funding from other sources.

Budgets can be made in a variety of computer programs. Table formats are preferred with columns outlining items, details, and both unit and total costs. It is important to ensure that the budget is easy to read and allows all information to stay clear and concise. Costs within the project budget should be supported by copies of quotes and/or support documentation where possible. This may alleviate questions during the review process and also demonstrates the planning and research that has gone into determining the project budget.

## ❖ PROJECT FINANCIAL REPORTING

The project must include details outlining the financial accounting system and/or software that will be utilized in monitoring and measuring the project financials.

## ❖ PROJECT SUPPORT DOCUMENTATION

Supporting documentation provides evidence of the work done to prepare for the project. This section can include documents such as letters of reference, Community/participant support letters, project support (examples include current trends, evaluations that exist on workshops, etc.), feasibility studies, partnerships, and funding support letters (or denials). Any material that supports the relevance and/or need for the project should be included.

Support documentation should be clearly labelled in an Appendix within the submission. There should be information included in the submission that outlines the purpose behind each piece of support documentation that is included.

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### **SUPPORT IN DEVELOPING YOUR PROJECT IS READILY AVAILABLE!**

*Please contact the Trust Administrator for support via email at [administrator@rainyriverfirstnationstrust.ca](mailto:administrator@rainyriverfirstnationstrust.ca) or call toll free at 1-855-482-2158.*