

## Proposal Writing Basics

# Wisdom Exchange Project Outline

<b>Need</b>	<ul style="list-style-type: none"> <li>Many students are reading below grade level</li> <li>Senior citizens are in need of meaningful work opportunities</li> </ul>																																													
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Local senior citizens tutor elementary school students in reading</li> </ul>																																													
<b>Goals</b>	<ul style="list-style-type: none"> <li>Increase reading levels for students</li> <li>Provide meaningful, rewarding volunteer work opportunities for seniors</li> </ul>																																													
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Recruit 20 students, grades 3 thru 6, who are below grade level in reading</li> <li>Increase reading levels of at least 75% of the participants to their grade level in one year</li> <li>Recruit, train, and retain at least 20 seniors as tutors for one year</li> </ul>																																													
<b>Methods</b>	<ul style="list-style-type: none"> <li>One senior citizen will tutor one student for 2 days a week for one year</li> <li>Tutors are trained volunteers from Madison Community Center; students are from P.S. 27</li> </ul>																																													
<b>Staff Responsible</b>	<ul style="list-style-type: none"> <li>Project Coordinator to oversee project</li> <li>Reading Instructor (consultant) to provide training for seniors and to be available as resource</li> </ul>																																													
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Steering Committee will include representatives from the school administration, parents and the senior center.</li> </ul>																																													
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>A pre- and post-test to determine reading skills.</li> <li>Student folders with progressive work samples.</li> <li>Volunteers and staff meeting logs to evaluate and record the successful procedures and the obstacles encountered</li> <li>A survey for volunteering seniors re: their learning experience, satisfaction, etc.</li> </ul>																																													
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>Donations will be solicited from individuals in the community</li> <li>Future support will be sought from United Way and from local government agencies</li> </ul>																																													
<b>Budget</b>	<p style="text-align: center;"><b>Proposed Expense Budget for Wisdom Exchange Project</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Executive Director</td> <td>5% Time @ \$60,000</td> <td style="text-align: right;">\$ 3,000</td> </tr> <tr> <td>Project Coordinator</td> <td>1/3 FTE @\$42,000/yr</td> <td style="text-align: right;">\$14,000</td> </tr> <tr> <td>Fringe <i>benefits</i></td> <td>@20%</td> <td style="text-align: right;">\$ 3,400</td> </tr> <tr> <td><b>Personnel Cost Subtotal</b></td> <td></td> <td style="text-align: right;"><b>\$20,400</b></td> </tr> <tr> <td>Consultant/Reading Spec.</td> <td>20 days @\$500/day</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td><b>Consultant Cost Subtotal</b></td> <td></td> <td style="text-align: right;"><b>\$10,000</b></td> </tr> <tr> <td>Supplies, reading materials</td> <td></td> <td style="text-align: right;">\$ 5,000</td> </tr> <tr> <td>Printing, copies</td> <td></td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>Transportation for seniors to school</td> <td></td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td>Snacks for meetings</td> <td></td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>Phone</td> <td></td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td><b>Other Than Personnel Cost Subtotal</b></td> <td></td> <td style="text-align: right;"><b>\$10,000</b></td> </tr> <tr> <td><b>Total Direct Costs</b></td> <td></td> <td style="text-align: right;"><b>\$40,400</b></td> </tr> <tr> <td>Indirect Costs @15%</td> <td><i>heat, lights etc.</i></td> <td style="text-align: right;">\$ 6,060</td> </tr> <tr> <td><b>Grand Total</b></td> <td></td> <td style="text-align: right;"><b>\$46,460</b></td> </tr> </table>	Executive Director	5% Time @ \$60,000	\$ 3,000	Project Coordinator	1/3 FTE @\$42,000/yr	\$14,000	Fringe <i>benefits</i>	@20%	\$ 3,400	<b>Personnel Cost Subtotal</b>		<b>\$20,400</b>	Consultant/Reading Spec.	20 days @\$500/day	\$10,000	<b>Consultant Cost Subtotal</b>		<b>\$10,000</b>	Supplies, reading materials		\$ 5,000	Printing, copies		\$ 1,000	Transportation for seniors to school		\$ 2,000	Snacks for meetings		\$ 1,000	Phone		\$ 1,000	<b>Other Than Personnel Cost Subtotal</b>		<b>\$10,000</b>	<b>Total Direct Costs</b>		<b>\$40,400</b>	Indirect Costs @15%	<i>heat, lights etc.</i>	\$ 6,060	<b>Grand Total</b>		<b>\$46,460</b>
Executive Director	5% Time @ \$60,000	\$ 3,000																																												
Project Coordinator	1/3 FTE @\$42,000/yr	\$14,000																																												
Fringe <i>benefits</i>	@20%	\$ 3,400																																												
<b>Personnel Cost Subtotal</b>		<b>\$20,400</b>																																												
Consultant/Reading Spec.	20 days @\$500/day	\$10,000																																												
<b>Consultant Cost Subtotal</b>		<b>\$10,000</b>																																												
Supplies, reading materials		\$ 5,000																																												
Printing, copies		\$ 1,000																																												
Transportation for seniors to school		\$ 2,000																																												
Snacks for meetings		\$ 1,000																																												
Phone		\$ 1,000																																												
<b>Other Than Personnel Cost Subtotal</b>		<b>\$10,000</b>																																												
<b>Total Direct Costs</b>		<b>\$40,400</b>																																												
Indirect Costs @15%	<i>heat, lights etc.</i>	\$ 6,060																																												
<b>Grand Total</b>		<b>\$46,460</b>																																												

*should have budget narrative*