

# OUTLINE for a PROJECT PROPOSAL



*All projects in excess of \$2500 **MUST** include a proposal that contains **ALL** sections outlined below. Please note that additional information may be requested during the review process.*

## ❖ 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 8.2b of the Trust Agreement for eligible areas in which applications can be made), and accompanying rationale.
- 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 clearly 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 and will facilitate the interim/final reporting process.

**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 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, including evaluation

forms in activities delivered, or reviewing the process at the end of the project and noting challenges, best practices and overall successes/failures.

## ❖ 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 the required minimum 5% personal contribution (cash and/or cash equivalent) 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 where appropriate. It is important to ensure that the budget is easy to read and allows all information to stay clear and concise.

**\*NEW:** Costs within the project budget must be supported by copies of quotes and/or support documentation. Community Fund Trustees require a minimum of two quotes for purchases being made and/or services being provided within a project submission. Copies of the quotes must be included in the project support documentation.

## ❖ 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

Support 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.

**\*NEW:** Community Fund Trustees require a minimum of two quotes for purchases being made and/or services being provided within a project submission. Copies of the quotes must be included (and clearly labelled) within the project support documentation.

**\*NEW:** In the event RRFN facilities and/or property are being utilized for a project, written approval from RRFN must be included in the submission.

All support documentation should be clearly labelled in an Appendix within the submission.

*Once a project submission is approved for funding and the Funding Agreement is signed, the project file and all contents including application and reporting can be disclosed to Members upon request to view the file. Release of information will be completed in accordance with the Trust policy on Privacy - Member Applicants and Privacy - Beneficiary Applicant.*

## **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 calling (807) 482-2158/ (855) 482-2158.*