HOW TO PROCEED WITH DRAFTING and SUBMITTING A PROPOSAL

1. Make a copy of this Google Slides file to your computer.
2. Review the first template slide for how to complete an initial rough proposal.
3. Fill out the blank second slide digitally, or print out and write on.
4. Be sure that teachers, students, and EcoTeam (not admin at this point) provide input during this initial process.
5. When you are done with this initial draft please share with your Environmental Education Specialist (EES).
6. The EES will go through your rough draft and make technical edits as needed and then return this to you for final draft review.
7. The final step is to circulate the final proposal to get formal approval/initials from your building Principal followed by any district office stakeholders.

As you work to get what’s in your minds into this document, please don't fret about 'getting it right'. This essential process is simply my department’s approach to ensuring teachers and students work together to propose an initiative that will meet the needs of your school, be sustainable into the future, and be replicable by other schools.

"A good plan today is better than a perfect plan tomorrow."

~ Proverb
PROPOSAL SUBMISSION
SUSTAINABILITY PROJECTS and OUTDOOR EDUCATION INITIATIVES
THE CAESAR RODNEY CENTER FOR GREEN SCHOOLS

To: main stakeholder(s)
From: developers/authors or proposal
Date: date sent into circulation for review
Re: general topic of proposal

PROPOSAL TITLE:
“Descriptive, Original, Specific, Brief”

PURPOSE:
Three, one-lined statements that capture the main outcomes/reasonings.
Start each statement with the word “To…”

STRUCTURE:
Brief, detailed statement (2–3 sentences max) describing what the proposed initiative is; what will it physically look like when implemented on site?

GOALS:
1. Numbered list of major, tangible outcomes throughout the project.
2. Start with words like plan, design, install, schedule, etc.
3. Chronological as much as possible.

JUSTIFICATION:
Why is this change idea important to students, staff, and/or your school?
• Research (publications, links, student collected data, etc.)
• Best practice (mission/vision statements, pedagogy, etc.)
• Case studies (local, regional, national testimonials, previously proven outcomes, etc.)

COMMUNITY PARTNERS:
Who will be involved in this project beyond the project developers?
Formal Education (within your school, district, county, state, etc.)
Non-formal Education (local, regional, national organizations)
Government Agencies (local, state, national)
Businesses (for profit, not for profit, etc.)

BUDGET:
Table of estimated breakdown of associated costs, funding sources, grants obtained, etc.

TIMELINE:
Checklist of estimated completion target dates; priority based and/or chronological
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1. 
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3. 

JUSTIFICATION:
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COMMUNITY PARTNERS:

BUDGET:

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