

Proposal Writing Basics

Wisdom Exchange Project Outline

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|---|--|--------------------|--------------------|----------|---------------------|----------------------|----------|--------|------|----------|--------------------------------|--|-----------------|--|--|--|--------------------------|--------------------|----------|---------------------------------|--|-----------------|--|--|--|-----------------------------|--|----------|------------------|--|----------|--------------------------------------|--|----------|---------------------|--|----------|-------|--|----------|---|--|-----------------|---------------------------|--|-----------------|----------------------------|--|-----------------|--|--|--|--------------------|--|-----------------|
| Need | <ul style="list-style-type: none"> ◆ Many students are reading below grade level ◆ Senior citizens are in need of meaningful work opportunities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Description | <ul style="list-style-type: none"> ◆ Local senior citizens tutor elementary school students in reading | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Goals | <ul style="list-style-type: none"> ◆ Increase reading levels for students ◆ Provide meaningful, rewarding volunteer work opportunities for seniors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objectives | <ul style="list-style-type: none"> ◆ Recruit 20 students, grades 3 thru 6, who are below grade level in reading ◆ Increase reading levels of at least 75% of the participants to their grade level in one year ◆ Recruit, train, and retain at least 20 seniors as tutors for one year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Methods | <ul style="list-style-type: none"> ◆ One senior citizen will tutor one student for 2 days a week for one year ◆ Tutors are trained volunteers from Madison Community Center; students are from P.S. 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Responsible | <ul style="list-style-type: none"> ◆ Project Coordinator to oversee project ◆ Reading Instructor (consultant) to provide training for seniors and to be available as resource | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collaboration | <ul style="list-style-type: none"> ◆ Steering Committee will include representatives from the school administration, parents and the senior center. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evaluation | <ul style="list-style-type: none"> ◆ A pre- and post-test to determine reading skills. ◆ Student folders with progressive work samples. ◆ Volunteers and staff meeting logs to evaluate and record the successful procedures and the obstacles encountered ◆ A survey for volunteering seniors re: their learning experience, satisfaction, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sustainability | <ul style="list-style-type: none"> ◆ Donations will be solicited from individuals in the community ◆ Future support will be sought from United Way and from local government agencies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget | Proposed Expense Budget for Wisdom Exchange Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Executive Director</td> <td style="width: 30%;">5% Time @ \$60,000</td> <td style="width: 10%; 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</td> <td>@20%</td> <td style="text-align: right;">\$ 3,400</td> </tr> <tr> <td colspan="2">Personnel Cost Subtotal</td> <td style="text-align: right;">\$20,400</td> </tr> <tr> <td colspan="3"> </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 colspan="2">Consultant Cost Subtotal</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td colspan="3"> </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 colspan="2">Other Than Personnel Cost Subtotal</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td colspan="2">Total Direct Costs</td> <td style="text-align: right;">\$40,400</td> </tr> <tr> <td colspan="2">Indirect Costs @15%</td> <td style="text-align: right;">\$ 6,060</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="2">Grand Total</td> <td style="text-align: right;">\$46,460</td> </tr> </table> | Executive Director | 5% Time @ \$60,000 | \$ 3,000 | Project Coordinator | 1/3 FTE @\$42,000/yr | \$14,000 | Fringe | @20% | \$ 3,400 | Personnel Cost Subtotal | | \$20,400 | | | | Consultant/Reading Spec. | 20 days @\$500/day | \$10,000 | Consultant Cost Subtotal | | \$10,000 | | | | Supplies, reading materials | | \$ 5,000 | Printing, copies | | \$ 1,000 | Transportation for seniors to school | | \$ 2,000 | Snacks for meetings | | \$ 1,000 | Phone | | \$ 1,000 | Other Than Personnel Cost Subtotal | | \$10,000 | Total Direct Costs | | \$40,400 | Indirect Costs @15% | | \$ 6,060 | | | | Grand Total | | \$46,460 |
| Executive Director | 5% Time @ \$60,000 | \$ 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Coordinator | 1/3 FTE @\$42,000/yr | \$14,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fringe | @20% | \$ 3,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Cost Subtotal | | \$20,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Consultant/Reading Spec. | 20 days @\$500/day | \$10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Consultant Cost Subtotal | | \$10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Supplies, reading materials | | \$ 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printing, copies | | \$ 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transportation for seniors to school | | \$ 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Snacks for meetings | | \$ 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone | | \$ 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Than Personnel Cost Subtotal | | \$10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Direct Costs | | \$40,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indirect Costs @15% | | \$ 6,060 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Grand Total | | \$46,460 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |