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## Details of Proposed Activities

Develop a project proposal that is concise in narrative form ***on numbered pages***. Tell the clearest possible story to an audience who may not be familiar with your organization's history or the context for your proposed activities. You may include other information or letters of support if you think it will be relevant to the review of your application. Please keep your application as succinct as possible.

Your proposal should include the following information:

### 1. Introduction

- Give a brief project description.
- Provide the background/context for your proposal and outline the reasons for approaching the Rotary Literacy Foundation for funding.
- Explain how your project fits within one or more of the Foundation's areas of encouragement and its overall mandate.
- Describe the purpose and structure of your organization (or collaborating organizations) and why it is best suited to oversee/deliver the project.

### 2. Intended Target(s)

Specifically describe the population demographic and geographic area that this project is intended to serve. Outline the project's impact (or expected impact) on the target group. While the project might be larger in geographic scope/impact, a ***direct benefit to those living on Prince Edward Island must be demonstrated.***

### 3. Collaboration/Partnerships and Shared Costs

The Rotary Literacy Foundation of PEI may give priority to projects within its mandate that demonstrate collaboration with other organizations and where shared costs have been negotiated. As part of your proposal, outline the details of any collaborative agreements/partnerships and/or any shared funding agreements that are in place. Describe any cooperative work between you and the other organization(s) in relation to the proposed project. Describe any community involvement and support for this project.

### 4. Expertise

Explain the level of expertise required to deliver the proposed activity or how you intend to access this expertise (e.g., in-house personnel, contract hire, pro bono, etc.).

## 5. Existence of Similar Programs

If there are other programs in the community addressing a similar need, outline the similarities and differences and explain how your project fits into the picture. If there are similar regional or national programs/projects, explain why a PEI-based approach is required.

## 6. Project Timelines, Deliverables and Measurement

- Provide a detailed work plan outlining a schedule of events for project implementation and giving the expected date of completion for each activity.
- Explain how you will evaluate the project's success in meeting its objectives – in doing so, define clear and measurable project outcomes.
- If the project is already operating provide details regarding:
  - Project progress to date.
  - Outputs and outcomes achieved.
  - The extent to which the project is meeting its objectives and how this has been measured.

## 7. Budget

Please include a budget narrative.

**Please direct your inquiries to:  
Rotary Literacy Foundation  
Gary Scales, President  
E-mail: [gary.scales@mcinnescooper.com](mailto:gary.scales@mcinnescooper.com)**