

**Initiative Project Proposal Title:**

**Initiative Proposal Addresses:**

3+                      Respite                      Transportation

**1. Contact Information and Organization:**

Organization name:  
Physical address:  
President/CEO:  
Grant contact person-direct phone number & email:  
Profit/Non-Profit status:  
Number of years in relevant business:  
Current number of FT & PT employees:  
Current hours:  
Current capacity:  
Disability of clientele served:  
PASA status:  
Licenses:  
Medicaid status:  
Current training requirements:  
Current mission & vision statements:

**2. Goals & Objectives:**

*What are the underlying needs and conditions that must be addressed? What are the goals and objectives? Goals and objectives will lead to the long-term outcomes.*

**3. Proposal Overview/Summary:**

*Include a brief description that includes what you will do, why and how you are addressing the topic.*

**4. Innovation:**

*Describe how this project idea is new, innovative and different from any other projects and programs you have available to meet this need.*

**5. Project Plan:**

*Describe your project plan including a timeline. You may use an implementation plan narrative or Gantt chart (time schedule of activities) that illustrates the plan for implementing the project. All critical steps and tasks should be included; staff assignments and details can be added later. Attach a separate document if needed.*

**6. Resources Needed for Project Success:**

*Describe what is needed to accomplish the goals of the project. The purpose is to demonstrate that your organization either already has the capacity to effectively implement the project or knows what it needs to do so.*

**7. Quality Control/Process Evaluation:**

*Describe how you will ensure that the project is being implemented according to your plan. Be sure to include issues such as how: project staff are trained; project is being implemented with fidelity; participants are satisfied with the project; and the project is being implemented according to the provided plan.*

**8. Financials (income and costs):**

*Include a detailed project budget with income sources and costs for the project. Attach a separate document if needed. Financial documents can be emailed to [coevents@dpcolo.org](mailto:coevents@dpcolo.org).*

**9. Sustainability Plan:**

*Describe what you are doing to generate additional support for the project, both financial and non-financial, that could help support the program after the funding you are seeking through this proposal ends.*

**10. Outcome Evaluation:**

*Describe the outcomes (short and long-term) you expect to attain as a result of program implementation; how you will evaluate progress toward the previously mentioned goals; and how you will know when you have reached the outcomes.*