[Your Letterhead]

**Project Proposal**

**To The Chicago Community Trust for On The Table 2017**

*Submitted [date]*

1. **Executive Summary**

[Summary about TMC; description of your organization]

1. **Scope of Work**

This project is comprised of [FILL IN NUMBER] components: [list them here].

* Use bullet points to provide a description of the work as possible, without being overly detailed.
* You might also explain how the work will be accomplished, e.g., number of meetings, weekly check-in calls, hiring local photographers (these are strictly examples).
* You should also indicate what the expected outcomes of this work will be.
1. **Timeline**

List the deliverable items and the expected deliverable dates, e.g.,

Kick-off phone meeting with media outlets: March 14

Team meeting at the Trust: March 16

Follow-up phone calls: Week of March 27

1. **Fee-for-Service or Investment or Funding Request**

Whatever you call this section, here is where you detail the monies needed to achieve the Scope of Work; if the monies are needed along a certain timetable, you might also state that here.

1. **Team Background**

Here you might briefly introduce CCT to the person(s) who will manage this project.

Submitted by:

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| --- | --- | --- |
|  |  | Date |
| Signer, Title |  |  |