

EXECUTIVE SUMMARY

Project Title: _____

Union: _____ **Conference:** _____

Church(es): _____

OR

Institution: _____

This project functions at the _____ level of the Church.

Project Location: _____

Objective: _____

Duration of Project: Beginning _____ **Completion** _____

Finance: Amount from NAD Mission Funds \$ _____ **Total Project \$** _____

Date Approved by Union Committee: _____

Union Secretary _____

(Signature)

Sign Off

Project Director (Type Name/Phone)

Type Name/Title of above signature and phone

Type Name/Title of above signature and phone

Type Name/Title of above signature and phone

STANDARD PROPOSAL FORMAT

**FOR
PROJECTS TO BENEFIT
FROM
NAD MISSION INVESTMENT FUNDS**

- 1. Need / Problem Statement**
(Describe the need or problem that your objectives address.)

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- 2. Mission / Purpose (Guidelines criteria #1)**
(State the mission or purpose of the project and/or its governing body.)
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3. **Goals**
(Tell what this project will accomplish.)

4. **Objectives**
(State exactly what this project's outcomes should be in measurable terms.)

5. **Justification**
(State the importance of this project in terms of its benefit to the target group and to the Church.)

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6. **Background / Your Work to Date**
(Describe the development of this project thus far in terms of preparation, groundwork, funds reserved, location, building, and personnel.)
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7. Plan of Action
(Sketch your activities to implement the project between now and its completion, mentioning management/personnel and duties, church entities and/or facilities involved, projected time frame.)

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8. Evaluation
(State how you as Project Director/Governing Board, and NAD Church Ministries, will measure the success of this project and tell what office will evaluate your project.)
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9. Reporting / Accountability (Guidelines procedures #2,3,4)
 (Tell what reports you will make to NADCM on the progress and outcome of this project and how often.)

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10. Budget / Sustainability (Guidelines criteria #4, 5, procedures #2)
 (Include major costs of project and sources of support, both committed and anticipated. Also explain how this project will be sustained after current budget funds are spent. You may attach a budget statement in lieu of this one.)

Project Support	Total Project Cost	\$ _____
Amount on hand	\$ _____	
Amount from NAD Mission Investment Funds	_____	
Amount from pledges/fundraisers	_____	
Other	_____	\$ _____

Project Expenses		
Materials	\$ _____	
Construction costs	_____	
Major equipment	_____	
Operations	_____	
Personnel	_____	
Other	_____	\$ _____