

All proposals must be word processed or typed. The proposal can be **no more than four pages** not including the cover sheet. Font size must be no less than 12. Please address every item in the order indicated. If you decide not to respond to an item, explain why you are leaving it blank. Projects will be evaluated on the proposal presented and the completeness of the proposal.

Proposers must:

1. Briefly, describe the project and its goals. Please include the number of persons to be served.
2. Document the community need for this program.
3. Explain how this project addresses the health needs of and provides benefits for the community served by the Red Cedar Medical Center.
4. List similar projects currently operating in the community. How is your program different and why is it needed?
5. Describe the plan you have developed to meet the goal(s), including how it is consistent with acceptable scientific practice or/and project management.
6. Present the project's timeline.
7. Describe how you will evaluate the project, based on the project objectives.
8. List personnel that will be involved in the project and note their qualifications for participation.
9. If applicable, describe the long-term strategies for funding this project at the end of the grant period.
10. Community Health Projects only: Please include your organization's mission statement.
11. Provide a detailed budget with a budget narrative that provides rationale for the budget request. Be very clear about personnel expenses. Provide information on all other sources of revenue. Matching funds and in-kind contributions are encouraged.

