**ENTREPRENEURSHIP WORKCAMP PROPOSAL**

**Note:**

*This document outlines how to create a proposal for your project and what information to include. Feel free to fill out this document or use it as inspiration to make a personal proposal in your own style.*

**PROJECT SUMMARY**

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| **Project name:** project title (be concise) |
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| **Project purpose** (WHY?): field and expected activities |
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| **Area** (WHERE?):city and neighbourhood |
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| **Clients (**FOR WHOM?):targetpopulation |
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| **Total amount** (HOW MUCH?):total budget **Funding target:** in $ |
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| **Partners involved (**WHO?)**:** name and type of organization (association, NGO, etc.) |
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| **Contact person:** project leader’sname and phone number |
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**PROJECT DESCRIPTION**

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| **Background:** How will your project start out?Outline the field you’ll be working in, its specific characteristics, history and current issues. |
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| **Issues:** What are your top issues? Which of them do you intend to solve or help solve? |
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| **Environment and framework:** Is your workcamp isolated or is it part of a municipal or sector-specific initiative? Who are the other parties involved? How are you going to coordinate with them? Are there any other workcamps established in the area? What did they learn from their experience? |
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| **Clients:** Who is the workcamp’s target population? Please provide information like segment, sex, age, size. |
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**LOGIC MODEL**

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| **Goal:** Explain the purpose of your workcamp. It should be one sentence long and use an action verb. Thinking of the purpose of your activities will help you determine your goal. Don’t forget that a workcamp can have more than one goal. |
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| **Target outcomes:** What benefits should your project bring to its clients once it’s completed? What impact do you want your project to have? |
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| **Activities:** Describe the physical and intellectual efforts required to reach your project’s outcomes. Omit any activity that doesn’t work toward your outcomes. |
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| **Resources:** What kind of resources do you need to carry out these activities (financial, human, material, etc.)? Make a distinction between investments and operational resources. |
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| **Indicators:** How will you check whether you achieved your outcomes? Indicators must provide accurate and measurable details on quantity, quality and time (e.g., 22 citizens from the neighbourhood participated in the cleanup). |
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| **Restrictions and risks:** What external factors will influence the workcamp? Which of them could negatively affect its implementation? Which of them can you control or not? In short, what external factors do you need for the workcamp to run smoothly? |
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**TEAM**

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| **Project leader and team members:** |
| What type of group are you (e.g., cooperative, association, neighbourhood committee)? How long has your group existed? What is your purpose? What are your usual areas of activities? What is your experience in these areas? What are your most recent accomplishments? Who are your usual partners? Have you received external funding? If yes, what was the source of this funding? |
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**Team members:**

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| --- | --- |
| Name | Role |
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| **Partners and parties involved in the workcamp:** | |
| What activities will the team carry out during the workcamp? What parties are involved in your workcamp (e.g., city hall, NGOs, the public or private sector)? How will they be involved? Will the team be in charge of all the activities? If someone else manages some of the activities, who will it be? Who will manage and monitor the workcamp once it’s finished? How will the clients be involved and how will they contribute? | |
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**TIMELINE**

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| --- | --- |
| **Activity calendar\* (see OUTIL\_Calendrier\_Calendar)** | |
| Activities | Duration |
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*\* You can find these activities in the “Logic model” section. Write the duration and tentative dates (in weeks or months).*

**FINANCIAL PLANNING**

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| **Overall budget:** Include your contribution, client contributions, potential financial partners and the target amount. |
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| **Financial breakdown of each activity:** Calculate the financial cost of each activity in detail. |
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| **Funding:** How and where will you get the required contributions? Do you have more than one funding method? If so, explain. |
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**Financial summary (see Apport\_a\_part\_CE\_EN)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Overall budget needed ($)** | **Self-financing** | | | **Contributions from other partners** | | **Amount requested ($)** |
| **$** | **Assets** | **Others** |
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| **TOTAL** |  |  |  |  |  | |  |

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| **LONG-TERM FORECAST** |
| **How will you make your workcamp last?** What plan will you put in place to ensure your workcamp’s operations once you’ve secured the necessary funds? Which resources can you count on and how will you distribute them? Will they cover operating and monitoring costs? |
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