

## Sample Outline

Length: approximately 2-3 pages

### Executive Summary

- Brief description of the idea
- Why do we need to do it at DePaul?
- Why now?
- Who will be impacted (demographic group, how many and how)?
- How much do we need?
- How does it align with Foundation goals?

*An urban university dedicated to inclusion of populations often excluded from higher ed, DePaul excels at interdisciplinary exploration of critical ideas and understand the importance of involving the community in that work. This aligns with the Foundation's goals to ....*

### Problem Statement

- What issue are we trying to solve?
- How do we know it is a problem?
- Why do we think this is a solution?

*This program could contribute though...*

### Project Description

- Details of the effort for which we are requesting support
- Include details of overall strategy/program even if the request only impacts a particular initiative or line item (i.e. role of particular effort backed up by multiple DePaul programs/centers)
- Are we addressing the issue in any other way – if so, why are we expanding or piloting something new?

*Funds would pay for xx students/xx scholarships/etc. over the course of an academic year. We anticipate the outcomes will impact xx communities, as well as xx students who participate in participatory learning opportunities.*

### Goals/Objectives

- Measurable program goals and desired outcomes - provide specific numbers wherever possible!
- Explanation of why those goals were chosen (number of participants, number of university partners, building a specific skill, engaging parents, etc.) and how we know these are the measures that matter
- Timelines, including plans for pilot projects where applicable

*Graduation rates? Job placement? Diversity? Experiential learning? Community impact? (Will overlap with evaluation.)*

### Evaluation

- How will we know whether the program was a success?
- What tools will we use to evaluate that success (participation numbers, pre and post surveys, matriculation rates, graduation rates, etc.)?

*How will we know it worked? What will it allow us to do going forward?*