

**PROPOSAL WRITING TO-DO-LIST**

1 – Read the Gwaii Trust Business Plan - the Gwaii Trust Business Plan is available at both Gwaii Trust offices, Old Massett and Skidegate, or can be downloaded from the Gwaii Trust website, [www.gwaiitrust.com](http://www.gwaiitrust.com)

2 – Contact the Managing Administrator, or a Director, to discuss the key elements of your proposed initiative in order to ensure you apply to the appropriate program

3 – Complete an application form - application forms are available at both Gwaii Trust offices, or can be downloaded from [www.gwaiitrust.com](http://www.gwaiitrust.com)

4 – Proposal Writing Structure

- A.) Project Description
  - what is your initiative?
  - why is your initiative proposed?
  - who does it target and benefit?
    - i. Which community(ies) will be affected?
    - ii. Which segment of the population will it affect?
  - when will it occur?
  - where will it occur?
  - how will your initiative transpire from start to finish?
- B.) Statement of Purpose
  - the mission and vision of your initiative
  - cause and effect
- C.) Identify Management Structure
  - Identify the key individuals of your initiative
    - i. Name, Title, Roles and Responsibilities
- D.) Identify Source of Funds, Project Costs and Cashflow Forecast

Example: Source of Funds and Project Costs

	Gwaii Trust	Funding A	Funding B	Total
Revenues	\$5,000.00	\$4,000.00	\$1,000.00	\$10,000.00
Expenses				
Expense A	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00
Expense B	\$0.00	\$500.00	\$1,000.00	\$1,500.00
Expense C	\$4,000.00	\$2,000.00	\$0.00	\$6,000.00
Expense D	\$0.00	\$500.00	\$0.00	\$500.00
Total Expenses	\$5,000.00	\$4,000.00	\$1,000.00	\$10,000.00

Example: Cashflow Forecast

	January 2005	February 2005	March 2005	Total
Revenues				
Gwaii Trust	\$2,000.00	\$0.00	\$3,000.00	\$5,000.00
Funding A	\$2,000.00	\$2,000.00	\$0.00	\$4,000.00
Funding B	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total Revenues	\$4,000.00	\$2,000.00	\$4,000.00	\$10,000.00
Expenses				
Expense A	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00
Expense B	\$500.00	\$0.00	\$1,000.00	\$1,500.00
Expense C	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00
Expense D	\$500.00	\$0.00	\$0.00	\$500.00
Total Expenses	\$4,000.00	\$2,000.00	\$4,000.00	\$10,000.00

(please use spreadsheet program, if possible)

- E.) Explanation of 'in-house' bookkeeping
  - Identify your bookkeeper
  - What accounting software is being utilized?

- Who are your auditors?
- F.) Explanation of attempt(s) to secure other funding
  - Identify your source(s) of other funding
    - i. Funding A
    - ii. In-kind
    - iii. Pending funding sources
- G.) Explain how your initiative meets the Constitutional Goals and Objectives of the Gwaii Trust
  - Quote one (1) or more constitutional goals and objectives of the Gwaii Trust
    - i. Elaborate and justify how your project meets those specifically quoted goals and objectives
- H.) Operational and Maintenance Funds
  - Confirm that operational and maintenance funds exist, post-completion of your initiative
  - If not applicable, please indicate that these funds are not applicable post-completion
- I.) Supporting Documentation
  - Letters of support from recognized organizations, institutions, groups, and societies
  - Cost quotations for every expenditure indicated
  - Letters of commitment from other revenue sources outlining their financial contribution
- J.) Evaluation Process
  - Demonstrate how you will determine your initiative to be a success
  - Willingness to have site visits from the Gwaii Trust Board