**A Rough Guide to Designing A Project Proposal for an Aspect of Building a Faith Community, or for a Churchplant.**

You have 5 mins to present to a Presbyterian church board (in this case our class), who gives $100,000 to missions, and gets 40 proposals every year to evaluate.

You need to print a copy of your proposal for each one on your board.

**Format**

A suggested standard format for a program proposal:

- about 7-10 pages, with lots of white space

-two column with smaller left column kept for quotes and picture

- the whole thing is very graphical, and just feels nice.

- they'll flip through it in 5 minutes

- Find a good word template

page 0

Cover

150 word executive summary:

requesting X dollars to give you Y results

title,

address

page 1

the vision or the need: why would you want to have a church back you up in planting a new ministry

the vision is the response to the need, usually flows 2nd

(Page 2-7 is what we are evaluating as to your grasp of the principles of Building a faith community)

page 2

Proposal - what you're planning to do. These pages should include key elements from each topic we have covered in class.

page 4

Lay out the plan; come up with progressions and outcomes; you're dealing with business people, so less on the theology philosophy; more on the outcomes

page 5-7

 go through the progressions of what you're planning to do, coming from some of the readings we've done......., note readings in one of the appendices, but reference to them.

page 8

budget: for this project
5 lines:

personnel, materials, costs for travel, ...

predictor of income, simple statement of how i'll raise the $ for the budget and what % of the budget

to whom am I accountable for managing the funds?

page 9

Evaluation - does it have good accountability? - how are you going to measure what you've set out to do and communicate it back to the board?

think of a project over a couple years, with evaluations as you go

will you send out periodic newsletters?  financial evals along the way

Are there some markers? Who

Appendices -- don't need to do all of these for this project, but would in a real one

copy of 501(c)3 letter stating you are a non-profit-- don't need to do

financials for the last 1-3 years  (income & expense and bal sheets)

990 has all that info in the US

appendix w/ board of directors (also on 990)

training progressions?

some kind of graphical layout of progressions?

etc

**Layout**

A H1 title per page then several H3 subtitles, some boxes

sidebar with Bible verse or little quote.  ie)  "history is moving to the cities, therefore we ought to plant churches in the cities"

pictures too to capture people's attention.  trying to justify why we should plant churches in the slums... instead of choosing another good place to send money, such as rescueing prisoners.