

Guidelines for Funding Proposal Submission

(Full proposal not to exceed six pages)

1. Executive Summary (Page 1 – not to exceed one page.)

- Brief overview of the project (1-2 paragraphs).
- Statement of the funding request amount.
- Summary of the project's purpose and expected outcomes.
- Start and end dates (Please estimate if needed)
- University and primary contact.

2. Project Description

- Clear objectives: What does the project aim to achieve?
- Detailed plan: Steps to accomplish the goals, including timelines and milestones.
- Alignment with funder's mission: How the project supports the Roofing Alliance's goals?

3. Needs Statement

- Explanation of the problem or opportunity the project addresses.
- Data or evidence demonstrating the need for the project.
- Relevance to the roofing industry and the broader community.

4. Goals and Objectives

- **Goals:** Broad, long-term achievements the project seeks to accomplish.
- **Objectives:** Specific, measurable actions or results that lead to the goal.

5. Budget

- Total funding requested with an itemized breakdown.
- Explanation of how funds will be used.

6. Impact and Outcomes

- Expected results of the project.

- Metrics for measuring success (e.g., number of participants trained, new technologies developed, community benefits).
- Long-term benefits to the roofing industry.

7. Project Team

- Qualifications and experience of key personnel.
- Roles and responsibilities for project implementation.
- Partnerships or collaborators involved in the project.

8. Timeline

- Start and end dates.
- Key milestones and their deadlines.

9. Evaluation Plan

- Methods for assessing project progress and outcomes.
- Reporting plan: How and when updates will be shared with the Roofing Alliance.

10. Sustainability

- Plan for maintaining or scaling the project after funding ends.
- Potential for long-term impact on the industry.

11. Contact Information

- Designated project lead or primary contact.
- Email, phone number, and organization details.

- A detailed project description, including objectives, significance, scope of work, deliverables, and the qualifications and roles of participants.
- A plan for promoting the completed project, along with any potential revenue-sharing opportunities with the Roofing Alliance, if applicable.
- An outline of the value this project brings to the Roofing Alliance and the reasons for seeking Roofing Alliance funding.
- A clear funding request with a project budget and supporting documentation, including a timeline and anticipated completion date. Note: overhead expenses may not exceed 12%.