****

**Short Form Proposal**

Use a Short Form Proposal if you have a simple, straight forward request for approval. This means that carrying out the requested proposal will take very little planning and coordination across the organization. For example:

* You may have done something similar in the past.
* You may want to extend an existing project and need to request more time.
* You may have accomplished this project, or it is underway, and there is a need to add a new aspect to the project.
* You do not anticipate any costs, or the costs are already in your submitted budget.
* You may want to make changes to procedures or staff within your department.

Your completed Short Proposal form is an overview of your idea and what it would take to go to the next step.

|  |  |
| --- | --- |
| Your Name |  |
| Department |  |
| Supervisor  |  |
| Executive Supervisor |  |
| Title of Proposal |  |

Describe the request/project:

What is the rational/why/benefit of doing this request/project?

How many additional volunteers and how much time do you think will be needed to complete the request?

When do you intend to complete this request/project?

What departments may need to be informed or involved?

Are there any costs associated with the project? If so, are they included in your budget or are they new?

What are the anticipated costs to fulfilling this request/project?

What specific next steps are you requesting approval for to fulfill this proposal?

**Thank you for taking the time and effort to complete this Short Form Proposal.**

**This is the end of your part. Submit the completed form to your Executive Supervisor.**

**The section below will be used by the Executive Team for review and decision making.**

**Review:**

Date Short Form Proposal was submitted:

Date Short Form Proposal was reviewed:

Notes from the review:

**Decision:**

[ ]  Approved. Comments:

[ ]  Not Approved. Explanation:

[ ]  Maybe, but not now, bring forth in the future. Explanation:

[ ]  Reconsider from a different perspective. Explanation:

[ ]  More information needed. Explanation:

**Next steps based on decision:**

*(Next steps could be related to gathering additional information or for preparing a full proposal.)*

|  |  |  |
| --- | --- | --- |
| **Action** | **Who** | **By When** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |