****

**Long Form Proposal**

**Guidelines for completing this Proposal Form:**

1. Refer to the “Guide – How to Write a Proposal” for details on how to complete this form.
2. Your proposal may be straight-forward and simple, or it could be complex, requiring comprehensive thinking and discussions.
3. Provide as much detail as possible to give a clear understanding of your proposal.
4. Some sections may not apply; if so, simply enter “N/A”.
5. Some sections will require collaboration with other departments to determine potential impact or consequence to that team.
6. Work with your Executive Supervisor all along the way to receive input and direction.
7. When complete, send this form to your Executive Supervisor for review and to be submitted for consideration. Everything must first go through your Executive Supervisor.

**Section 1: Basic Information**

|  |  |
| --- | --- |
| Your Name |       |
| Department |       |
| Supervisor |       |
| Executive Supervisor |       |
| Core Team\* |       |
| Title of Proposal |       |

*\*See the* “Guide – How to Write a Proposal” *for Definition of Core Team.*

**Section 2: Purpose and Desired Outcomes**

*This section provides the “big picture” and succinct explanation of your proposal.*

Describe the primary purpose of the proposal.

What is the desired outcome that will be achieved by a successful implementation/execution of this proposal? Describe in about two paragraphs or less.

What is the background/context that people considering this proposal need to be aware of? What motivated this proposal? (For example, there was a security breach, damage to the facility, new law, etc.)

**Section 3: Sourcing or Direction from the Founders**

Is there sourcing or direction from Gourasana, Kalindi, or The Lady that is informing your proposal? This may be in the form of sourcing documents or direction from The Lady via recording, letter, notes, etc. [ ]  Yes [ ]  No

If “Yes,” please describe and have documents or written points ready for reference.

**Section 4: Spiritual Leadership**

Do you envision requiring spiritual leadership’s help or involvement in your project?

[ ]  Yes [ ]  No

If “Yes,” please describe what will be needed.

**Section 5: The Details**

*This is the section to provide the details of your proposal. Please refer to the “Guide – How to Write a Proposal” document to make sure you cover all points that are essential for the reviewer to understand.*

**Type of Proposal:**

Select the appropriate “type” of proposal or explain in more detail under “Other”.

[ ]  Change to existing practice (new insurance carrier, new vendor, etc.)

[ ]  College Course

[ ]  Department Project

[ ]  Education

[ ]  Event

[ ]  Facility Improvement

[ ]  Organizational Changes (incl. changes in, and/or streamlining, procedures/processes)

[ ]  Program

[ ]  Sourcing Implementation

[ ]  Special Project

[ ]  Think Tank or Task Force

[ ]  Other. Explain:

**Details of Your Proposal**

How do you plan to accomplish your purpose and outcomes? This is the main section where you can explain your proposal in detail.

Are there alternatives that may produce similar results? (Example, include a third party, purchase an off-the-shelf product, etc.)

**Audience**

Identify the specific audience your proposal is intended for/aimed at. Indicate all that are relevant. If your proposal does not include an audience, leave this section blank.

[ ]  Path [ ]  Seminar Graduates

[ ]  Pre-Path [ ]  Gateway Graduates

[ ]  Freedom Walk Members [ ]  Center Participants (not included above)

[ ]  Freedom Walk, Gateway [ ]  Public

[ ]  Supervisors & Managers

[ ]  Spiritual Leaders

Is your audience Worldwide?

If not, where is your audience located?

**Key Departments**

What departments need to be included in the project planning and implementation for a successful implementation of your proposal? This is different than the Core Team who is driving the proposal.

[ ]  Accounting [ ]  Participation

[ ]  Bookstore (physical/online) [ ]  The Path

[ ]  College [ ]  Public Offerings

[ ]  Come to God [ ]  Registration

[ ]  Denver Facility [ ]  Retirement/End of Life

[ ]  Emergency Preparedness [ ]  Safety

[ ]  Events [ ]  Sourcing

[ ]  Freedom Walk [ ]  Spiritual Leadership Team

[ ]  Funding [ ]  Translation/Interpretation

[ ]  GMP [ ]  Well-Being

[ ]  Human Resources/Jobs for God [ ]  The Words

[ ]  IT

[ ]  Legal

[ ]  Love and Care [ ]  Centers/Communities:

[ ]  Worldwide Calendar Coordination [ ]  Munich Center

[ ]  Love’s Awakening [ ]  Australia

[ ]  Marketing/Communications [ ]  Latin America

[ ]  Materials Review [ ]  VNP

[ ]  Media Services

[ ]  Organization Development

[ ]  Other: Describe

If you think Spiritual Leadership needs to be involved, what is your perception of what is needed from them:

Comments about this section:

**Timeline**

Anticipated Start Date:

Are there milestones for your proposal? A milestone occurs by breaking down the project into steps and dates. [ ]  Yes [ ]  No

What are the projected dates for your milestones?

Anticipated End Date:

Other information related to the timeline:

**Budget**

What is the expected total cost?

Is this amount in your annual budget? [ ]  Yes [ ]  No

Where is it in your budget?

If this is a new expense, explain where it would go in your annual budget:

Have you researched pricing options and/or obtained multiple bids?

[ ]  Yes [ ]  No Describe:

Are there ways to reduce or spread out the costs (discounts, paid over-time, etc.)?

[ ]  Yes [ ]  No Describe:

Are there ongoing expenses associated with the request/project? [ ]  Yes [ ]  No

Describe:

Additional information about the budget:

**Goals**

How does your proposal relate to the Center’s Mission Statement?

How does your proposal relate to the Center’s annual overarching goals or department specific goals?

**Related Documents**

Are there any related documents that will accompany this proposal form? This might include outlines, timeline, past programs, teaching, recordings. These should be listed and available on request. [ ]  Yes [ ]  No

If “Yes”, please list:

Is there anything else you would like to say, or include in this proposal?

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

**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.**

**Section 6: Review**

Date Proposal was submitted:

Date 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 making changes to this proposal or next steps for implementation.)*

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