

## Region 6 Project Proposal Plan and Evaluation Template

Overview: To ensure readability and fairness, please adhere to these guidelines when using this template to complete all sections of your Project Proposal Plan and Evaluation:

- Do not exceed 10 pages
- Text size: 12 Point
- Text color: Black
- Margins: 1 inch
- Line spacing: 1.15 inches
- Recommended fonts: Arial, Georgia, Calibri, Helvetica, Times New Roman
- Use the Section Headings in the Template

---

### Evidence of Need

*Provide a statement of how the project proposed will support the mission of NNLM, explain the need for the project, and describe the audience or population that will be reached through this project. Clearly document if this project will engage traditionally underrepresented populations and/or involve medically underserved areas. When possible, support the stated need using data such as known needs assessments or statistics.*

### Implementation Plan and Project Timeline

*Describe how the project will be implemented to meet the objectives and outcomes. Consider creating a Logic Model for specific indicators and developing a detailed timeline outlining when tasks will be completed, how long it is anticipated to take, and who will perform the work. Specify NLM resources or NNLM national initiatives that will be used throughout the project.*

### Project Goal(s) and Objective(s)

*State the goal(s) and specific objectives(s) of the proposed project. Please review the [National Evaluation Center \(NEC\)](#) resources for information on how to create evaluation plans and objectives.*

### Evaluation Plan

*Incorporating an evaluation into project design and implementation is essential for understanding how well the project achieves its goals. Your evaluation plan should clearly demonstrate how you will measure the success of your state goals and objectives. Some examples that might fit the scope of this project could include: deadlines for when activities will be complete; overall response rates to surveys; and number of surveys distributed.*

## Region 6 Project Proposal Plan and Evaluation Template

### Publicity and Promotion Plan

*Briefly describe how you intend to promote your project to the target population and what contingencies you have in place if you notice lower response rates than expected. In this section, we would like to understand how you plan to make the community aware of the assessment and how you will encourage them to participate.*

### Continuity and Sustainability Plan

*Describe how you anticipate using the results of your assessment for future work as a Partner Outreach Program Ambassador Organization. This section is intended to have you think about what you might do based on the results of your assessment. Will you seek out new partnerships? Focus on new health topics? Engage new audiences? And then how you might go about doing that work?*