



Full Project Proposal Guide

Applicants will complete a cover sheet/abstract of no more than one page that describes:

1. Project Title:
2. Your statement of need in addiction/MAT education or training.
3. The stated goal(s) of your project (no more than 5); be concise and specific:
 - a.
 - b.
 - c.
4. The stakeholders, including the community members, you are including in your proposal.

The full proposal of no more than 10 pages, accompanied by a simple line-item budget. The full proposal should include:

- Project title
- Organization(s) involved, name, address, phone, URL
- Principal contact, credentials, title, contact information
- High-level project description, including
- Primary goal(s)
- Project Description (overview)
- Description of how the proposal builds on existing work, projects, or programs
- Anticipated challenges and solution
- Expected outcomes and how the impact of the project will be evaluated
- Deliverables and dissemination strategies

Proposals may also include (but are not required to include) attachments, not to exceed 15 pages: Partner/participant descriptions (1 page), budget justification/narrative (1 page), references/recommendations (1 page), confirmation that all parties included in the proposal are fully engaged and ready to work, etc.

Submit the letter of intent to Shelly Rodrigues, CAE, CAFP, srodrigues@familydocs.org by July 14, 2019.