

## **Study Questions – Kiritz's Template**

*Program Planning & Proposal Writing* Booklet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **INSTRUCTIONS**

Read the booklet – *Program Planning & Proposal Writing* -- and answer the study questions. Type your answers. Check your answers using the *Study Guide* found at [www.4Grants.Net](http://www.4Grants.Net).

These study questions are divided into three parts to divide up the studying into smaller chunks.

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### **Part I**

Read pages #1-19 of the *Program Planning & Proposal Writing* booklet. Answer study questions #1–12. Type your answers.

1. What are some of the benefits of using a proposal format, such as the PP & PW?
  2. For Foundations, what proposal format should be used?
  3. For Government funding sources, which proposal format should be used?
  4. What are the basic principles of proposal writing?
  5. What things should you look out for in writing a cover letter?
  6. What should be included in a clear, concise summary?
  7. What is the overall purpose of the introduction?
  8. How can you increase the credibility of your proposal?
  9. What is a "needs assessment"?
  10. What is a "problem statement"?
  11. What are the basic requirements of the problem statement or needs assessment section?
  12. What questions could you ask to see if a problem statement is adequate?
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## Part II

Read pages #20-37 of the *Program Planning & Proposal Writing* booklet. Answer study questions #13-20.

13. To be measurable and useful, objectives should tell...
  14. What is the author's distinction between "goals" and "objectives"?
  15. What is the purpose of the methods section?
  16. What are the basic requirements of the methods section?
  17. What are the two types of evaluation? What is the difference between the two types?
  18. Why is an evaluation required by the funding source?
  19. What is the sequence of steps you may use to consider in developing the evaluation component of a proposal?
  20. What are some ways in which your program might be funded after a grant?
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## Part III

Read pages #39-47 of the *Program Planning & Proposal Writing* booklet. Answer study questions #21-25.

21. How much latitude do you have in actually spending your money?
  22. What is the difference between "requested" and "donated" columns of a budget?
  23. Why do you think it is important to include "donated" items in a budget?
  24. What is the best way to determine the amount of a volunteer's contribution to your program?
  25. What are "indirect costs"?
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## Check Your Answers

Once you've answered study questions 1-25, check your answers with the **Answer Guide** found at [www.4Grants.Net](http://www.4Grants.Net).