



Ventura College ♦ Institutional Grants Office  
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### Proposal Abstract Worksheet

<b>Contact:</b>	<b>Phone:</b>	<b>Email:</b>
<b><u>TITLE:</u></b>		
<b><u>PURPOSE: In one or two sentences, explain what you are proposing to do.</u></b> Brief Overview -		
<b><u>NEED OR PROBLEM STATEMENT:</u></b> Why is this important? Who will be served? WHY this project?		
<b><u>GOALS and OBJECTIVES:</u></b> WHAT do you hope to accomplish?		
<b><u>PHASES and ACTIVITIES:</u></b> HOW will you accomplish the project objectives?		

**TIMELINE:** WHEN? START DATE? HOW LONG?

**RESOURCES (personnel/facilities):**

What resources does the project need? With what additional match/leverage/support?

**EVALUATION:** How will you know if the project is successful? How will the project outcomes be measured?

**DISSEMINATION:** How will you share your materials/findings?

**SUSTAINABILITY:** Describe how you will continue this project after the funding period ends?

**FUNDING REQUESTED:**