

# **SAMPLE TEMPLATE FOR CARE PROPOSAL PACKAGE\***

## **I. Cover Letter**

- A. Name of Organization
- B. Name of Community
- C. State whether applying for Level 1 or Level 2

## **II. Proposal (10 page maximum)**

- A. Overview of Organization
  - 1. Mission
  - 2. Related experience.
- B. Community Profile
  - 1. Profile of Community
  - 2. Political and/or Geographical Boundaries
  - 3. Other Information
- C. Project Summary
  - 1. Project Description
  - 2. How Project Meets Evaluation Criteria

### FOR LEVEL 1 Proposals:

- a) Extent of environment and public health problems
- b) Community involvement/collaboration/partnerships
- c) Alignment with CARE Strategies
- d) Project Goals and Performance Plan
- e) Tracking and Measuring Environment Results
- f) Programmatic Capability

### FOR LEVEL 2 Proposals:

- a) How Project Meets Threshold Criteria
- b) Environmental Issues and Concerns
- c) Success of Broad-based Stakeholder Group
- d) Ability to Leverage New Resources and Sustain Community Efforts to Understand and Improve the Environment
- e) Alignment with CARE Strategies
- f) Project Goals and Performance Plan
- g) Tracking and Measuring Environmental Results
- h) Programmatic Capability

- 3. Biographical sketches of key technical experts
- 4. Detailed budget

Make sure your proposal includes processes/mechanisms for tracking and measuring the outputs and outcomes

### **III. Letters of Support**

### **IV. Other Supplemental Information**

\* Please make sure that you and your project are eligible and fit the CARE program model