

# BROADBAND OUTREACH PROPOSAL CONTENTS & INSTRUCTIONS

## PROPOSAL CONTENTS

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  - Summary of Costs*
  
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## PROPOSAL INSTRUCTIONS

### 1. Proposal Header

Complete the proposal header as indicated. Identify the Project Manager and affiliation.

### 2. Project Description

Provide a one paragraph summary of the proposal including a summary of the scope of work and budget.

### 3. Proposal Narrative

The Proposal Narrative includes the project goals and nature and extent of a problem to be addressed, sources or methods used for assessing the problem, approaches taken thus far to address the problem and a brief description of the proposed solution to the problem. It should include goals, objectives, success criteria and/or general statements of the desired results or outcome of the program.

Objectives – The objectives are specific approaches to achieving the goals. Objectives focus on the methods that will be used to address the problem. The accomplishment of objectives should result in achieving the goals they support.

Scope of Work - Activities are performed to accomplish the objectives; they are the key operational elements of the program and should be specific and measurable.

Success Criteria – Indicate how you will report the assessment of the overall program and whether or not the program is achieving, or has achieved the program objectives.

### 4. Budget Summary

The funds request for the project budget prepared by Cost Category, In-Kind, if applicable, and Budgeted by Fiscal Year (July to June). Applicants should also include information regarding other funding sources under consideration and status of those inquiries (i.e. USDA grant).

### 5. Risks and Assumptions

Use this section to provide details possible risks to success of the project, steps to mitigate the know risk and other project assumptions.

### 6. Associated Turn Around Ohio Initiatives

Describe how this project supports Governor Strickland's initiative to turn around Ohio.