**[Your Project Title]**

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**Executive Summary**

*1-5 sentences*. Follow the BLUF principle (Bottom Line Up Front). The executive summary, or proposal summary, should be brief. Concretely state the amount of funding you are requesting, why you need it, how it will be used, and what happens to your performance if you don’t receive it.

**Department Description**

*1-2 pages*. In this section, highlight the history of outcomes for your simulation department. Provide an overview of your purpose, mission, and vision as they relate to achieving your organization’s goals and performance. Make sure to provide detail on any notable achievements so far. Explain the value of simulation training in nursing education.

**Immediate Organizational Need**

*1-2 pages.* This is where you should paint a clear picture of your situation.How has Covid-19 disrupted your department’s efforts? What have you done and what do you need to do to address this disruption? What are other comparable organizations doing and what are their strengths? What can you do better to stand apart from the competition? How much simulation time do you anticipate providing to compensate for the loss of clinical time? How do you plan on training your faculty/staff to meet the demands of increased simulation time? What is the risk if funding is not granted?

**Funding Request and Allocation**

*1-2 pages.* This is where you’ll outline your funding requirements. The goal in this section is to clearly explain how much funding you will need and how every dollar will be allocated. First, outline how the funding will impact different types of learning delivery (virtual simulation, telecommuting, use of apps, replacement of simulation for clinical time, expanded need for clinical rotations). Next, outline what physical or human assets you will need to support these types of learning delivery (simulation equipment, hardware and software, materials, changes in physical structure, salaries, etc.). In detail, how will you use the funding to benefit the organization and solve the “problem” that you laid out in the previous section? You will likely want to expand on this with a spreadsheet in the appendix.

**Goals and Objectives**

 *2-4 paragraphs*. Not only do you want to cover goals and objectives in this section, but you should also paint a clear picture of what success looks like vs. failure. What would be the benefit to the larger organization and your students? What improvements can you make in relation to clinical training requirements, cost of clinical experience, and cohort throughput rates? Describe what you will achieve in both a general and specific manner. Start with an overview of your desired end goal, then drill down to specific measurables that will help you get there. Prior to your conclusion, make it clear what happens if you do nothing or if your efforts are insufficient.

**Organization and Management**

*3-4 paragraphs.* Here, you will provide a brief description of your team. It’s imperative that you give the reader a level of comfort that you have some measure of control over outcomes and success. Who are the people responsible for achieving your goals and what is your organizational structure? How will you hold these team members accountable for the previously outlined goals and objectives? How will you report on performance and what measures will you use? How do they interact with one another as well as the rest of the organization?

**Appendix**

Use your appendix to provide supporting documents that will make your case stronger or to provide documents that were specifically requested. This might include charts, a spreadsheet of anticipated expenses, student throughput projections, learning hour projections, simulation product pictures, product literature, contracts, etc.