

Title of Proposal	
Date	
Requestor	
Name	
Department / Program Name	
Major Budget Unit (MBU) Approval	
Approver's Name	
MBU / College Name	
Divisional Approval	
Approver's Name	
Division Name	
Amount Request	
<p>Complete the Financial Plan Template</p> <p>Completing the template helps ensure your request considers a variety of potential expense areas, provides additional background to support your proposal and calculates the base and one-time funding information you will need to complete this section.</p>	
Base (Ongoing) Funding Amount	
One Time Funding Amount	
Executive Summary	
<p>A brief description of your request - 300 word max -</p>	

PROPOSAL DESIGN (60% of overall score)

NOTE: Please review the [Rubric](#) to learn how the proposal is going to be scored.

1. NEEDS ANALYSIS
Provide details of the analysis planned or performed demonstrating the need behind this request. Include any collection of data, planned or actual. (30% of overall score) - 300 word max -

2. OUTCOMES AND OBJECTIVES
Describe the Outcomes and Objectives associated with your request, including the extent to which they have been developed, implemented, assessed and any program changes taken as a result of evidence. (15% of overall score) - 300 word max -

3. ASSESSMENT PLAN
Describe your plans to assess the results of this request, connecting results to planned Outcomes and Objectives. Include timeline of assessment plan (3 years, 5 years, etc.) (15% of overall score) - 300 word max -

FUNDING NEED (40% of overall score)

NOTE: Please review the [Rubric](#) to learn how the proposal is going to be scored.

1. FINANCIAL SUSTAINABILITY
Describe the current financial stability of the department, absent additional funding. Describe how this request helps sustain the department over time. - 300 word max -

FEEDBACK & COMMENTS (OPTIONAL)

This is an optional section to document feedback, revision requests, and/or the general exchange of information between different levels of the organization, such as MBU and Division.

Date	Reviewer	Comments