

Hopefully, by now, week seven, you have your template in a rough draft format. Here are some general guidelines.

Template checklist:

1. Always keep to the page limit if one is indicated in the guidelines and use the proper font if one is requested.
2. Leave generous margins and plenty of white space on top and bottom for reader convenience.
3. Have a person outside the world of animal-welfare read the proposal, in case anything has slipped in such as a DNA list, or a reference to a transport. Don't assume everyone reviewing the material knows these terms. If special terms or phrases are necessary, explain them in one or two sentences.
4. Use letterhead or plain white paper, don't try anything too exotic.
5. If Rose Smith, as a volunteer, writes the proposal, but Mary Lewis is President of the Board, then Mary's name and phone number should be on the document, not Rose Smith. The signer should always be someone who has an "official" capacity in the organization and the higher-up the better.
6. Whoever signs the packet/cover letter should also be the person prepared to answer phone calls related to the request. Make sure the signer reads and understands the document and is always given a copy for their files, including any periodic updates.
7. Always print at least two copies of the full proposal, one original to submit and one for the organization files.
8. Devise some sort of running list or database of all packets submitted—probably in date order, or whatever system works for the organization. In some cases months may pass from the time you send a packet (or submit it online) until you get the reply and/or a phone call. You need a quick reference besides digging through a big stack of copies.

Simple column headings could be:

CONTACT NAME/ADDRESS  
FOUNDATION NAME  
ITEM & AMOUNT REQUESTED  
DATE SENT  
OUTCOME