**Program Proposal Template**

**Uniondale Empowered Community Center Program Proposal Template**

**1. Program Information**

**Program Title:**

* *Provide a concise and descriptive title for your program.*

**Program Description:**

* *Briefly describe the purpose and activities of the program.*

**Target Audience:**

* *Identify the specific group(s) your program will serve (e.g., youth, seniors, veterans, small business owners, etc.).*

**Program Objectives:**

* *List the main goals and outcomes your program aims to achieve.*

**2. Program Details**

**Program Schedule:**

* *Detail the proposed dates and times for the program activities.*

**Location:**

* *Specify the location within the community center where the program will take place.*

**Program Structure:**

* *Outline the format of the program (e.g., workshops, classes, support groups, etc.).*

**Resources Needed:**

* *List any materials, equipment, or resources required to run the program.*

**3. Program Implementation**

**Facilitator(s):**

* *Provide the names and qualifications of the individuals who will lead the program.*

**Partnerships:**

* *List any organizations or individuals you plan to collaborate with for the program.*

**Funding and Budget:**

* *Estimate the costs associated with the program and identify potential funding sources.*

**4. Program Impact**

**Expected Outcomes:**

* *Describe the positive changes or benefits the program will bring to the community.*

**Evaluation Plan:**

* *Explain how you will measure the success of the program (e.g., surveys, attendance records, feedback forms, etc.).*

**5. Contact Information**

**Program Coordinator:**

* *Name of the person responsible for overseeing the program.*

**Contact Information:**

* *Email address and phone number for the program coordinator.*

**6. Additional Information**

**Additional Notes:**

* *Include any other relevant information that may support your program proposal.*

**Submission Instructions**

Please submit your completed program proposal template to the Uniondale Empowered Community Center as soon as possible so we can secure funding for your proposed programming. You can email it to uerc.uniondale@gmail.com. For any questions, please contact Monica Mena or Stacey Richardson at (516) 440-6004.

By following this template, you will provide a comprehensive overview of your proposed program, ensuring it aligns with the community center’s mission and goals while addressing the needs of Uniondale residents.