

# Collaborative Project Outline

Date: [Insert Date]

To: Board Directors of [Non-Profit Organization Name]

From: [Your Name]

Subject: Proposal for Collaborative Project

## Project Title: [Insert Project Title]

### 1. Project Overview

[Provide a brief description of the project, its purpose, and its alignment with the organization's mission.]

### 2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

### 3. Target Audience

[Define the target demographic and the expected impact on this group.]

### 4. Collaborators

- [Partner Organization 1]
- [Partner Organization 2]
- [Partner Organization 3]

### 5. Project Timeline

[Outline key phases and milestones of the project along with expected completion dates.]

### 6. Budget Overview

[Provide a summary of the anticipated budget, funding sources, and any financial contributions from collaborators.]

### 7. Expected Outcomes

[List the anticipated results of the project and how they will be measured.]

## **8. Call to Action**

[Encourage the board directors to review the proposal and discuss potential interest in moving forward.]

Thank you for considering this collaborative project opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]