

[TITLE]

Labyrinth Proposal/Grant Template

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[Title]

Executive Summary

An executive summary should not only summarize the purpose of the proposed project, in this case, creating a labyrinth, but should also provide organization to the entire document. This section is the first section of the proposal, but it is written last since you need to include a clear summary of what is in the full document. This section can be viewed as something that can stand alone if the reader has a limited amount of time to review your proposal. This is achieved through providing background information of your topic (i.e. the history of labyrinths, current statistics, relative information of labyrinths in your community, etc.), demonstrating the need for the funding and/or permission for your labyrinth project, and a detailed but concise statement of your goal(s).

This section is generally one-two pages, although it can be longer if you believe the information is pertinent to the success of your labyrinth proposal. It serves as an abstract, or glimpse, into your entire proposal. It is okay to include pictures, bullet points, and any other useful tools to highlight main points. Remember, this section sets the tone and serves as your first impression, so make it well manicured, where every word counts.

Note that any reference introduced, including photos, needs a proper citation.

[Title]

Introduction

- This section further introduces the labyrinth topic to readers.
- This section gives an overview of what is included in the proposal.
- The introduction is similar to the executive summary, but rather than summarizing the entire proposal, it provides a glimpse into the purpose of the proposal and entices the reader to continue reading.
- This is where the reader is introduced to the benefits of providing a labyrinth to the community. Explain exactly why it is needed.

Background

Use this section to dive deeper into the history or background of the labyrinth. Use a style that pairs with your goals. You may choose to start on a grand/worldly level of labyrinth background and zone in on where your community fits in, which will work for a smooth transition to the next section, the need/purpose of your proposal. Again, use references in this section as well.

Purpose

Be specific about the purpose of your proposal as your audience and readers will want to read right to your point in this section. For instance, the purpose of this project is to create a permanent labyrinth in a (named) location.

You will then follow your purpose with supporting elements. Include elements such as:

- Literature references
- Images relevant to your proposal (i.e. nearby labyrinths, international labyrinths, blue-prints, etc.)
- Significant research/information supporting your proposal

Benefits and Current Uses of the labyrinth

Provide examples of the benefits the proposal will bring to the campus, community, organization, etc. This can be done through use of references and articles that elaborate on what individuals and groups are experiencing when they interact with the labyrinth. This section can become more artistic with the use of ethos and imagery to give your reader(s) a glimpse into the power of the labyrinth.

Linking the Labyrinth to [your community]

If your community, campus, or organization has a mission statement, core values, etc., connect this to the benefits of the labyrinth. This section strengthens the purpose of the proposal in the eyes of the reader. Include statements of community members who are in support of the labyrinth project on the proposed site.

Conclusion

Conclude the summary of the proposal by listing the essential points and restating the purpose. This section should be kept short and to the point. Your closing statement is important, like the executive summary, because it is often where your readers will go back to for the snapshot of your proposal.

Cost Estimate and Budget Justification

This is where you provide a detailed description of the budget for the proposed labyrinth project. The budget must be justified for the purpose of the funding in order for the reader to understand how the awarded funds will be used. Make sure to be as specific as possible in this section of the proposal. This document prepared in conjunction with a presentation by J. Kern, S. Graves, & D. Rudebock for the 2013 TLS Gathering, Vancouver Island, BC, Canada

proposal. Include necessary items such as: estimates from builders and for building materials; cost of preparing the space – moving electric, cable and IT lines; landscaping and maintenance

References

Reference the works cited in the body of the proposal in order to establish credibility and to credit the authors of literature used. References also provide the reader an opportunity to look at the resources on their own if more information is needed.

Resources for your consideration:

- Open Spaces Sacred Places <http://naturesacred.org/grants/>
- The Labyrinth Society <http://labyrinthociety.org/labyrinths-in-places>
- The University of Central Oklahoma
<http://ww.uco.edu/academic-affairs/cettl/resourcefolder/about-teaching/labyrinths-in-higher-education-instructional-practice.asp>
- The University of Central Oklahoma
<http://www.uco.edu/academic-affairs/cettl/cettl-files/ucos-labyrinth.pdf>
- The University of Kent
<http://www.kent.ac.uk/creativecampus/projects/learning/labyrinth/about.html?tab=design>
- Worldwide Labyrinth Locator <http://labyrinthlocator.com/>