



### **Proposal Pre-Submission Checklist**

Many students forget some simple items and lose points on their proposal. Please double check that you have answered all of the following questions:

- Does your proposal have a catchy title?  
Remember, judges will read lots of these and you want yours to stand out.
- Did you include your name or your school name?  
DON'T - we want the judges to review these without bias.
- Is your proposal specific about what exactly YOU plan to do?  
This is a proposal contest, not a research paper.
- Is the idea realistic for you/your group to implement?  
This project should be something that YOU can do, you may include other partners, but you should be the leader of this project.
- Did you include pictures/graphs?  
These are worth up to 5 points!
- Did you spell check everything?  
Always a good idea before turning any paper in!
- Do you have permission from your school/community to do this project?  
If so, make sure you mention that. The judges want to see that you have thought through all the steps and that your idea is feasible.
- Did you include a budget?  
You will not make it past the first round if you do not include a budget.
- Is your proposal ~1,000 words?  
You will lose points if your proposal is too short or too long.
- Did you include how your project fits into the Sustainable Development Goals?  
This is worth up to 3 points if you include the Goal(s) and Target(s).  
<https://sdgs.un.org/goals>