

Leon County Schools Concept Paper Template

Introduction

[Explain the core objective of your project. Illustrate the vision and intent of the proposed project.]

The Need

[What is the situation that is causing concern? Why is it happening? Outline what others have written about the general topic and focus on the gap in knowledge to be filled, the problem to be solved, or the need to be addressed. Provide information about what has been done in the past to try to correct the problem or address the issue. Cite statistics, facts, historical data or ongoing issues surrounding the problem. Describe the population of focus and include demographic information on the population.]

The Goal

[What is/are the goal(s) of the program/project?]

The Plan

[Explain how the program/project will meet the need. What interventions are being proposed to bring about the intended program/project changes or results? What are the intended results? Address the unique, unusual, distinctive, innovative, and/or novel aspects of this approach to meet the need. Provide a description of activities and what will be accomplished. Why was this program/project the chosen solution to meet the need? Why do you believe this program/project will work/ be effective?]

[List the main resources necessary to meet the objective(s) (personnel, materials/supplies, equipment, etc.). Estimate the amount of funds needed for implementation. Describe procedures and tasks necessary to meet objectives.]

Partnerships

[What other departments and/or external organizations will contribute to the program/project?]

Progress

[If an existing program/project, provide evidence of progress made thus far. How will progress be measured in the future?]

Models

[If based on other program models, provide a brief description of the model.]