



## Advice and Examples

### FOR THE SIX IDEA SUBMITTAL QUESTIONS

1) PROJECT NAME

*Concise and descriptive.*

Advice: Pick something catchy and memorable.

*"ABC Restaurant: Teaching Skills and Providing Jobs"*

2) PROJECT DESCRIPTION

*A brief 3-5 sentence description of your project, as it exists now. Please include the main focus of your organization, product, or service.*

Advice: A great place to incorporate your mission. Focus on the main action/goal/result of your project.

Include details as possible.

*"ABC Restaurant is a locally owned restaurant employing 40 cooks, servers, dishwashers and front-of-house staff. Our chief mission is to provide kitchen training for unskilled workers, so that they can find employment. Secondly, ABC Restaurant creates jobs for those who are in transition between employment or housing."*

3) FUNDING NECESSITY

*Describe how you will use SOUP grant funding to make your project a reality.*

Advice: Be specific about what the funds will be used for. No sob stories.

*"The money we receive from Toledo SOUP will go primarily to the first 3 months of labor costs, as we already have the kitchen equipment and supplies."*

4) COMMUNITY IMPACT

*Describe how your project will make a positive impact within the Greater Toledo area.*

Advice: Think about the different people and/or groups who will be affected by this project, directly and indirectly. Tell us how the project will benefit others, including your client/participants, the neighborhood/community, and also the Greater Toledo area. Location, size, scale, and frequency of impact are useful.

*"Second Chance Restaurant will not only give people in need the skills they need to get jobs, but will also create jobs for people in the community. As the residence at ABC Restaurant is limited to 180 days, there is a revolving door of opportunity."*

5) TIMELINE AND SHARING

*Describe the timeline of your project and how you could share its progress at a future event.*

Advice: Include important dates, milestones, etc. Does not need to be specific dates, can be general estimates. Consider when you'd reach a place worth giving an update and how you'd share the progress.

*"The timeframe for hiring and training the first group of employees would take approximately 90 days. At the next SOUP, our first group of employees would be fully trained, and the restaurant would be ready for daily service to the public. Our employees could give a short presentation explaining what daily work is like in the restaurant, the response from customers, and the scope of what they've learned so far."*

6) ADDITIONAL FUNDING

*If your project requires more than \$750-\$1250, how much total funding do you need? What are your other sources of funds and have you secured them?*

Advice: Include sources you've received and sources you have applied to/will apply to. If other sources are not secure, what's your plan and how does it affect the timeline?

*"We would not require more than \$1000 for the proposed 90-day initial group. We've received funding from Kickstarter, private individuals, and organizations in the community with interest in this project. All funds have been secured. Were we to be awarded an excess of \$1000, the money would be used to improve the conditions of our building and pay fees, such as health inspection and equipment maintenance."*