

## Full Proposal Template Instructions

- 1. Resume Template:** This is a blank template that will allow you to insert and upload resumes for the executive champion and change leader (project director). You may copy and paste each resume from a Word document into this template. **Each resume should be no more than two pages in length.** Be sure to include:
  - Professional experience, listed in chronological order, with position held and main responsibilities.
  - Education/training, beginning with baccalaureate or other initial professional education, including any graduate education.
- 2. Board Letter of Support Template:** In a one-page document, please provide a letter of support for the activities associated with the Paths to Recovery grant.
- 3. ASAM Level of Care Provided Template:** Complete the worksheet using the provided template for each level of care that you provide. The definitions for the levels of care are listed in the table found on the template.
- 4. Team Worksheet Template:** Complete the team member worksheet provided. Note: in addition to the change leader, other team members should be key individuals who work directly with the process targeted for improvement. Team sizes will vary from project to project (and teams tend to have 4-8 members).
- 5. Site Visit Preferences:** Please note your site visit preferences using the Site Visit Worksheet provided. Your site visit would occur on one day within the selected three-day window. The visit will last around eight hours. If you are selected for a site visit, you will be notified of the exact date of your visit by May 23.
- 6. Four (4) sets of paper copies of your Full Proposal:** Only online proposals will be accepted; however, you must also send, via overnight mail, 4 sets of paper copies of your Full Proposal to: Paths to Recovery National Program Office, 610 Walnut Street, Room 1109, Madison, Wisconsin 53726. The four copies should include the following print-outs: 1) the proposal summary ([see link on lower left side of your screen](#)); 2) the completed proposal narrative; 3) completed resume template; 4) completed board letter of support template; 5) completed ASAM Level of Care Provided template; 6) completed team worksheet template; 7) completed site visit preferences template; 8) completed budget narrative ([see link on lower left side of your screen](#)); 9) completed budget worksheet ([see link on lower left side of your screen](#)); and 10) a copy of your 2002 audited financial statement. **These copies should be clipped together and postmarked no later than April 26th, 2003.** Please refer to the “Additional Documents” section of this Web site for specific instructions. Note: no bound paper copies, legal-sized paper, landscaping, clip art or graphics are allowed in the 4 sets of paper copies.