

Note: These are items to assist with program design

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## **Program Overview**

Appears at the beginning of the program design and briefly summarizes request:

- Identifies the applicant
- Includes at least one sentence on the problem
- Includes at least one sentence on objectives
- Includes at least one sentence on methods
- Includes total cost
- Program Description

## **Program Description**

Write a program description intended to describe the program to the youth audience, this program should be stated in a way that would make it interesting for a student to attend

## **Needs Assessment**

Relates to purposes and goals in relation to Pontiac's youth needs & curve juvenile delinquency for youth under 21 years of age:

- Explains why this is important for kids in Pontiac.
- You are encouraged to use statistical data to support but not required

## **Program Objectives**

Describes program outcomes in measurable terms:

- At least one objective for each problem
- Describes the population (age) that will benefit
- States the time by which objectives will be accomplished

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## **Methodology**

Describes activities to be conducted to achieve the desired objectives:

- Clearly describes program activities
- Describes sequence of activities
- Describes staffing of program

## **Budget**

Clearly communicates costs to be met by Youth Millage funds

- Includes all items asked in which Youth Millage funds are required
- Includes all items paid for by the other sources
- Includes all consultants
- Includes personnel costs
- Includes any other additional funding that is existing or may be acquired