

Proposal Instructions

Authorization Request Title

Provide a concise title that clearly reflects the purpose of your request (e.g., "Community Outreach BBQ Event").

Organization Submitting Request

Enter the full legal name of your organization.

Tax ID#

Provide your organization's federal tax identification number. This is required for contract purposes.

Contact Information

Phone: List the primary phone number where you can be reached.

Contact Person: Include the full name of the individual responsible for managing this request, and the person signing the contract if different.

Email: Provide the email address for direct communication about this request.

Mailing Address

Enter the complete address, including street, city, state, and ZIP code, where correspondence should be sent.

Total Funds Requested

Specify the total dollar amount of funding you are requesting. Include a detailed budget breakdown in the description section.

Summary of Your Event, Promotion, or Project

Provide an overview of your proposed event, promotion, or project. Explain what it entails and why it is important.

Target Audience of the Project

Define the primary audience for your project (e.g., local consumers, families, or industry professionals).

Project Message

Describe the key message you want to convey through your project and how it aligns with the objectives of the Oregon Beef Council.

Project Goals and Metrics

Outline your specific project goals and describe how you will measure and report the results to the Oregon Beef Council.

Timelines

Include a detailed timeline for your project. Specify the start date, significant milestones or benchmarks, and the completion date. All work must be completed within the fiscal year (July 1 - June 30).

Save your proposal as the Organization name and 2025, for example, "Best Burger Co 2025"