

Realizing the American Dream: Grant Proposal Project

Group Member Roles and Responsibilities

CEO (Chief Executive Officer)

- Oversees the general direction of the business
- Makes high level decisions about the company
- Manages employees

*This person should possess the qualities of a good leader. This does not mean that everyone else works while you “oversee”. A good leader is well rounded. He or she knows everything about the operations of a company, and can provide input on all areas of the organization. *The CEO will be responsible for section #1 (Cover letter) and # 3 (Introduction to the Organization), as well as assist with section #2.*

COO (Chief Operating Officer)

- Manages the overall day-to-day operations of the company

*The COO should be a good planner and problem-solver. He or she must be able to visualize the steps the company must take in order to achieve their goal or purpose. They must also be able to navigate “roadblocks” or potential problems that may arise with the day-to-day operations. *The COO will be responsible for sections #6 (Methods and Schedule) and #7 (Evaluation Criteria and Process), as well as assist with the Proposal Summary (#2).*

CFO (Chief Financial Officer)

- Handles a company's financial matters
- Keeps track of revenue and expenses
- Creates and manages budget

*The CFO must possess a logical mind and have skill with numbers! It's easy to spend \$, but a good CFO can help a company run successfully without going into debt. He or she will make sure that all the financial obligations are met, and can find ways to bring in new revenue. *The CFO will be responsible for #8 (Budget), as well as assist with the Proposal Summary.*

CVO (Chief Visionary Officer)

- Has a broad and comprehensive knowledge of all matters related to the business
- Has the vision required to steer the company into the future

The CVO must possess a passion for the organization, and must be able to see the bigger picture of where it should be in the future. He or she understands the problem or need that the community has, and the vision to see how the organization will address that problem. The CVO is responsible for sections #4 (Statement of Problem or Need) and #5 (Project Goals and Objectives)

***The Proposal Summary (#2) and presentation should be a whole group effort.**