

This memo is addressed to a real person who can take action on the proposal...not the instructor of this class. Notice that name and title are both provided.

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Notice that this address (like letterhead) is that of the person sending the memo.

**To:** Melissa Adams Gianoplus, Human Dignity Coalition president  
**From:** Jack Rooney  
**Bcc:** Annemarie Hamlin  
**Date:** October 13, 2012  
**Re:** Proposal on Establishment of LGBT Community/Help Center Research Report

The body of the memo can be single spaced, but the citations below are double

### Proposal Summary

Bend's population has seen a large increase in growth over the last several years and therefore needs to have more venues for the diverse populace of the area. I am proposing a project for the possibility of establishing a community/help center in Bend for the Lesbian, Gay, Bisexual, and Transgender (LGBT) community here. I am aware that Bend has some great support from the Human Dignity Coalition (HDC) and Parents, Family and Friends of Lesbians and Gays (PFLAG) however; I feel that there is still a need for young people, as well as adults in the area, that haven't quite found their comfort zone in the dominant society that would enjoy having a place to go and people to talk to with similar backgrounds and cultural identities. It is also important for families of LGBT children to have a place to turn to for help as well and this type of center could work hand in hand with organizations like PFLAG in such matters. Larger cities have centers that offer programs, counseling and activities for their LGBT communities such as the Q Center in Portland, Oregon, and I think it is something that could be beneficial to Central Oregon as well.

Some questions that I will be addressing for this proposal:

- Where would such a center be located and what would the startup costs be?
- Would there be funding available from state or national organizations to support this endeavor?
- Would the Q Center in Portland be willing to help give guidance on establishing a similar organization here in Bend?
- What kind of programs, counseling and activities would be possible to bring to this project?
- Would this kind of center prove to be beneficial and well received in the Bend community and surrounding area?
- What would the cost be for running this type of organization and is it possible to get volunteers to help both professionally and in the daily running of it?

Notice the use of parallel structure in this list. All questions follow the same pattern. See Blackboard for more help on parallelism.

- Would the local PFLAG, HDC and school LGBT clubs be interested in participating and supporting such a project in this area?

## Objective

The goal of this research project is to find out if there is community interest and support in the addition of an LGBT community/help center in the Bend area and whether the success of such a project is financially and logistically feasible. A center of this type could be invaluable in providing those answers and helping individuals, their families and the community to embrace the differences. This type of organization could help Bend to provide services for an often overlooked portion of the population.

## Rationale and Audience

The population in Central Oregon is continuously growing and becoming more diverse. The national climate is becoming more accepting of gay marriage and LGBT lifestyles, giving way for more young people and adults to look for information and answers not always readily available in general community venues concerning unique questions about their identities. Bend, in particular, is lacking such a resource.

The primary audience for this research proposal would include several community groups that that may be able to provide leadership for the project:

- Community leaders in the Bend area
- PFLAG and HDC of Bend
- Q Center staff in Portland, Oregon
- Members of the LGBT community in the Bend and surrounding area

The secondary audience would be members of the LGBT community and their families who are in need of support resources.

## Scholarly Research

I have done a preliminary search for research sources related to this project proposal and found several academic sources that should be of help. Here are some of those sources:

Andrucki, Max J., and Glen S. Elder. "Locating the State in Queer Space: GLBT Non-profit

Organizations in Vermont, USA." *Social & Cultural Geography* 8.1 (2007): 89-104.

*Academic Search Premier*. Web 13 Oct. 2012.

Hauser, Jerry. "Organizational Lessons for Nonprofits." *McKinsey Quarterly* 4 (2003): 60-69.

*Business Source Premier*. Web. 13 Oct. 2012.

The rationale explains the need for the kind of project you are proposing, and the audience is the person or group who needs the information you will provide. The audience is also (ideally) someone or a group who can take action on your ideas.

Notice that these citations are in MLA style, including the double spacing and hanging indentation. They are also in alphabetical order.

Peck, Kay C. "Looking at Life through Rainbow-Colored Glasses." *New Directions for*

*Philanthropic Fundraising* 2001.34 (2001): 31-46. *Business Source Premier*. Web 13 Oct.

2012.

## Empirical Research

In order to research the feasibility of this proposal I plan to conduct interviews with the following people:

- Karen Roth, Director of the Multi-Cultural Center at COCC
- CenterLink, the Community of LGBT Centers throughout the US
- Local PFLAG and HDC organizations to discuss collaboration and options

In addition, I will conduct a survey of students and staff at COCC to determine the interest-level of establishing a local LGBT resource center.

## Challenges

There are two main challenges that I see in bringing this project to fruition.

- The first challenge is the obvious one of having enough funding to start this project then to have a budget to keep up with the monthly operational costs. Much of the success of funding would depend on private donations, volunteers, fund-raising, possible government grants, and other possible support from similar national or state organizations. I plan to explore all possible options.
- The second challenge is dependent on how well the community accepts the proposal and supports it. If there is opposition from government officials or the community itself it could pose a problem in obtaining the necessary legal approvals, financial support and volunteers needed to operate the facility. I plan to collaborate with local PFLAG and HDC to find out how they have dealt with any of these challenges to date.

This student has proposed two kinds of empirical research. You need to include at least one. Notice that names are included where available.

Discussing possible challenges shows your audience you are realistic about the project.

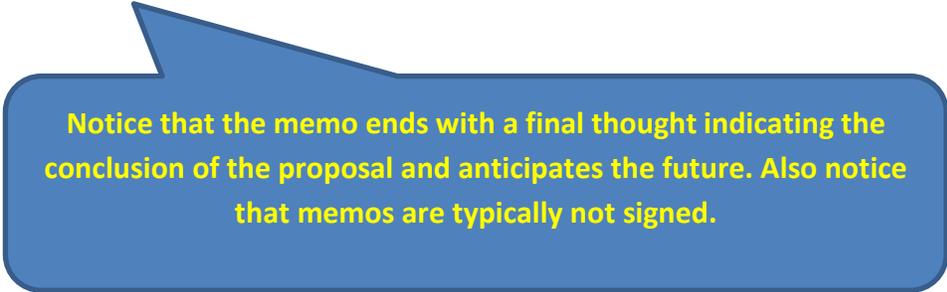
## Timeline

I expect to complete this project in several stages as indicated in the schedule below.

Begin Research; develop project	October 15
Submit progress memo with an outline	October 21
Submit library research	October 28
Contact organizations and schedule interviews	November 5

Complete and submit annotated bibliography	November 11
Submit visuals for project	November 18
Create rough draft of report with graphics	December 1
Continue research; revise draft	December 1-11
Share draft of report with colleagues for review	December 5
Submit formal report	December 11

I look forward to moving ahead with this proposal and finding out if the realization of this project will be possible in our community.



**Notice that the memo ends with a final thought indicating the conclusion of the proposal and anticipates the future. Also notice that memos are typically not signed.**