Grant Proposal

Grant proposals are written for the purpose of procuring funding for projects that will solve a problem or provide a need. Before writing a grant proposal, do the research to familiarize yourself with any of the specifics that you may be required to follow.

**General Outline:** Grant proposals are persuasive documents that follow the format of a basic proposal: front matter, body, and back matter. Always follow the formatting guidelines of the organization to which you are applying.

1. **Front Matter:**
   A. Cover Letter or Executive Summary: Follows a business letter format (about one page long).
      I. Provides information on the following:
         a) You and your affiliation.
         b) The program and its objectives.
         c) Any pilot studies or significant contributions leading up to this particular program.
         d) Contact information: emails, addresses, and phone numbers of contact person.
      II. Provides the funding request—the amount of money and what you are going to use the money for.
      III. Concludes in goodwill.
   B. Title Page: Provides information on the following:
      I. The grant title.
      II. The foundation providing the grant.
      III. The date.
      IV. The name, title, and address of you and your participants.
   C. Introduction and Summary:
      I. This is your proposal at a glance.
      II. Provides information on the following:
         a) The problem to be solved—the need.
         b) The objectives/goals. (Refer to the Writing Effective Goals resource.)
         c) The expected outcomes.
      III. Answers the question: What will you achieve?

2. **Body:**
   A. Background Information: Provides information on the following:
      I. Your knowledge on the topic or in the field.
      II. Your experience with the project or similar projects.
   B. Project Narrative: (Refer to the Logic Model resource.)
      I. Provides information on the following:
         a) The scope of the problem and your work.
         b) The expected outcomes and or benefits to communities, schools, etc.—be specific.
         c) A list of tasks.
d) The schedule.
e) The costs.

II. Provides a detailed problem statement.

C. Project Description: Provides information on the following:
   I. The details of any research (methodology).
   II. Any and all supplies needed to carry out the project.
   III. The recipients of the funding.

D. Project Outcomes:
   I. Describes what results the funding organization can expect based on funding, time, and labor.
   II. Most outcomes are expressed as objectives.

E. Budget Narrative:
   I. Provides information on the following costs:
      a) Personnel.
      b) Equipment.
      c) Building space or renovations.
      d) Any other grant related costs.
   II. You must be clear and explicit: phones, gas, building, employees, license, etc.

F. Schedule:
   I. Lists the tasks in terms of start date and finish date.
   II. Provides a schedule that will indicate progress report dates.

G. Conclusion: Brief section that restates the benefits.
   I. Restates the reason(s) why they should approve your proposal.
   II. Demonstrates gratitude for allowing you a chance to submit.
   III. Reminds the audience of the valid time frame.
   IV. Informs the audience that you will provide further information if needed.

3. Back Matter:
   A. Appendices: Include:
      I. License agreements.
      II. Employee resumes, certifications, etc.
      III. Insurances, legal consultants, food vendors, etc.