



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.