Grant Proposal Template

# Executive Summary

This section should be around 1-2 paragraphs in length and include the amount of funds being requested as well as a general description of what the funds will be used for, which will be expanded upon in other sections.

# About the Organization

This section should be ½ to 2 pages in length, and should include details about your nonprofit organization, including its history, major accomplishments, structure, team and their relevant experience, and any physical locations that will carry out the activities outlined by the requested grant funds. The section should also detail any existing partnerships and relationships that are relevant to the grant activities, and information about prior grants received. Finally, the section should include an explanation of why the organization is a good choice to be given a grant.

# Background

This section should provide a detailed description of the problem or opportunity which the grant funds will be used to solve or accomplish. Evidence of the problem or opportunity should be presented with enough data and metrics to definitively support the conclusions. Once somebody reads this section, they should have a clear understanding of the area and a clear picture of the need to fund grants for this area.

# Project Description

This section should provide a detailed description of the project activities that will be undertaken once the grant funds are received. It should include the goals of the project and how they will be achieved, how success/failure will be measured, the product/service that will be provided to the specific segment of people, and the expected results of the activities. Each goal should be “S.M.A.R.T.” – Specific, Measurable, Achievable, Relevant, and Time-Bound.

# Project Timeline

Provide a detailed timeline with key milestones of how the activities described in this proposal will be undertaken and completed. Use of GANTT charts is desired as well as designation of major milestones in addition to detailed task items.

# Budget

This should include a table with specific numbers of which funds will be earmarked for specific activities, including any other funding that will be received and used for the project outside of this grant request.