

Grant Proposal Template



A grant proposal is a sophisticated paper that consists of several important parts. If you have no idea how to complete such a project, make sure to follow our **grant proposal template** and you will understand the essential peculiarities of all its parts.

- 1.** A cover letter. Although your cover letter will be written last of all, you should not underestimate its importance. The aim of this document is to present the information that is not included in other parts of your grant proposal and make a good impression on your target audience. In your cover letter, you need to briefly explain the purpose of your proposal and state your goals.
- 2.** Executive summary. The summary goes right after your cover letter. Such a paper allows the grantor to understand why you are asking for this grant and what is your motivation. The executive summary should be no longer than one page. Being pretty short, it aims to engage your reader and make him or her look for the following documents.
- 3.** Needs statement. A needs statement is the core of your grant proposal. By your needs statement, you need to convince your reader that you or your organization really need this grant. When working on this paper, assume that your reader knows nothing about your project and try to include as many meaningful details as possible.
- 4.** Goals and objectives. Your goals and objectives part should tell your short-term and long-term goals and explain how this grant will help you achieve them. Inform your target audience about what you are going to

accomplish and indicate what results you are going to achieve.

5. Methods and strategies. Your grantor should clearly understand how you are going to achieve your goals. For this purpose, you may provide a logic model that will graphically explain what methods and strategies you are going to use in order to reach the desired outcome. This part should be as informative as possible and provide specific details on your project.

6. Evaluation part. How will you evaluate your program accomplishments? Pay attention that the funders do not want to know that their money can be wasted. So, you need to clearly understand how to evaluate your project.

7. Other sources of funding. If your project has some additional sources of funding, do not forget to tell about it. We assure you that many funders will favor your project knowing that other funding organizations already trusted in you.

8. Additional information about your organization. Take some time to tell how will the funding organization benefit by believing in your project. For this purpose, try to suggest some solid arguments why your project is worth attention and why you deserve the funders' trust. Telling more information about your organization, your mission, and your goals, you will make a good impression on your target audience.

9. Budget. Of course, the funders want to know how much will your project cost for them. Make sure to attach a short budget including all the expenses expected. Pay attention that your budget should be reasonable including the personnel costs, administrative expenses, direct project expenses, etc. Your income should consist of contributed income and earned income.

10. Additional materials. In addition to the parts mentioned above, you will also need to include the following documents in your grant proposal:

- IRS letter that would prove that your organization is tax-exempt;
- Budget for your current fiscal year;
- Budget for your following fiscal year.

In case you are sending your grant proposal via e-mail, make sure to send all the parts together as it is an important attribute of business communication.

To summarize, we do hope that our helpful tips will help you create a winning grant proposal that will enable you to reach your goals. If you want to improve your writing proficiency, make sure to look for examples of grant proposals available online. Undoubtedly, knowing what to do and how to do it well, you will reach the anticipated outcome. Good luck!