

Elements of a Grant Proposal

While specific requirements depend on the funding source, most grant proposals require the following elements:

1. Title Page and Cover Letter

2. Introduction/Abstract/Summary

A brief overview of the proposal with information about the institution, its ability to complete the project, need, methods to be used and how those served will benefit. This is the first thing the reader sees, but it is written last.

3. Institutional Background

Describes the institution in terms of its location, demographics, mission, relationship to the service area and past successes in the project area. Establishes credibility.

4. Problem Statement/Needs Assessment

Documents the problem or need with hard data, linking it to the funding source's goals and priorities. What is the situation that is causing concern? Why is it happening?

5. Program Goals and Objectives (Outcomes)

Identifies anticipated outcomes and benefits in measurable terms. How is the situation expected to change as a result of the grant program?

6. Methods/Implementation Plan

Describes the activities that directly support the achievement of the objectives. A timeline may be included in this section as well as a description on staffing needs.

7. Evaluation Plan

Presents a plan for determining the success of the project at interim points and at the end of the project.

8. Future Funding/Sustainability

Describes how expenses not supported by the grant will be covered and how the project effort will continue after the grant ends.

9. Budget

Identifies the costs to be met by the funding source and the methods used to determine costs.

10. Other Components

May include items such as:

- Letters of support
- Personnel resumes
- Proof of 501(c)3 status