



KEY CONCEPTS

- Grant proposals usually consists of several different components or elements
- These components are similar in most applications, although funders sometimes refer to them by different names
- The specific components needed will vary from one application to the next, so it's important to follow the application instruction carefully

MOST COMMON ELEMENTS OF A GRANT PROPOSAL

Title of Proposal

The title should be as descriptive as possible.

Title Page / Cover Page / Cover letter

These items are not always needed and may not be permitted, but sometimes they are required.

Table of Contents

A table of contents is very helpful for larger proposals, but it is not always needed or permitted.

MOST COMMON ELEMENTS OF A GRANT PROPOSAL (CONTINUED)

Abstract / Executive Summary

The abstract is a concise summary of the project and the expected outcomes. It is usually one page in length. An abstract may be published by the funder if the application is successful.

Needs statement / Problem Statement / Issue Statement

The needs statement documents and quantifies the problem or need. It is usually supported by data and statistics. It may include detailed information about the target population to be served.

Introduction

The introduction often includes the background and history of the applicant organization, the mission and vision of the organization, the geographic location of the organization, and the demographics of the population served by the applicant.

Goals and Objectives

Goals identify the anticipated results or benefits of the project. Objectives are measurable outcomes that relate to specific goals.

MOST COMMON ELEMENTS OF A GRANT PROPOSAL (CONTINUED)

Plan of Operation / Work Plan / Project Description / Methodology

The Plan of operation describes the activities that support the achievement of the goals and objectives. Some proposals require a separate work plan document. The funder may provide a template.

Evaluation Plan / Assessment

The evaluation plan describes how you will demonstrate that you've met your goals and objectives and achieved the intended outcomes.

Budget / Budget Template / Budget Form

A budget is a financial plan for carrying out the proposed project. The dollar amounts for each budget category are often provided in a table, template, form, or spreadsheet. The budget should tie to the goals and objectives of the project, the plan of operation, and the needs statement.

Budget Narrative / Budget Justification

A written narrative that provides a clear explanation of all the line items in the budget, why each item is needed, and makes a clear tie to the goals and objectives of the project and the specific activities described in the plan of operation.

ADDITIONAL ELEMENTS THAT MAY BE REQUIRED FOR SOME PROPOSALS

Letter of Inquiry / Pre-application / Pre-proposal

Some funders require a Letter of Inquiry or a pre-proposal. After review, the funder will invite selected applicants to submit a full proposal.

Sustainability Plan / Future Funding Strategy

The sustainability plan explains how the project will be sustained after the funding from this grant is depleted. Not all projects require sustainability.

Key Personnel / Quality of Personnel

A description of the key personnel is often required. You may be asked to attach a resume or c.v. for key personnel to demonstrate their qualifications.

Logic Model

A logic model shows the relationship between your project's inputs/resources, activities, outputs, and expected outcomes. It illustrates your theory of change to achieve the desired project outcomes.

Timeline

A project timeline may be required. It often includes key activities and who is responsible for activity project outcomes.

ADDITIONAL ELEMENTS THAT MAY BE REQUIRED FOR SOME PROPOSALS (CONTINUED)

Publication / Dissemination of Results

This explains how you will disseminate your results or share your work product.

Standard Forms / Certifications and Assurances

Many grant application packets include standardized forms. Certifications and assurance statements may be required, especially for government grants.

References / Bibliography / Works Cited

Depending on the funder's guidelines, references can be cited within the text, as footnotes, as endnotes, or in a separate bibliography or works cited page.

Other Documents / Supporting Documents / Appendices

Other documents might include letters of support, letters of commitment, proof of matching funds, the organization's proof of non-profit status, a W-9 form, the organization's Indirect Cost Rate Agreement, the organization's annual budget or recent audit, a list of board members, etc.

SOURCES

Content adapted from multiple sources, including:

Anatomy of a Grant Proposal by Taylor Kremer, <http://blog.getedfunding.com/anatomy-of-a-grant-proposal/>

Grant Writing for Higher Ed_Paperclip.pdf – Paper Clip Communications, Beth A. Chernowski, Goucher College

Grant Writing 101 from Whitworth University,

<https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/Workshops&Tutorials/Index.htm>
(no longer available)

Grant Writing 101 from South Mountain Community College (A Dialog Day Workshop), 2018
(courtesy of Robert Bill, Maricopa Community Colleges)

Kurtzweil Educational Systems, Grant Writing Guide: Kurtzweil 3000,
https://www.kurzweiledu.com/files/proof_resources_grant2.pdf

Renaissance Learning Grant Writing Dictionary, <http://doc.renlearn.com/KMNet/R003832630GF2B8F.pdf>