

# *Typical Components of a Grant Proposal*

## I. Abstract/Summary:

- A brief, usually one page, description of need and solution for the project. Summarizes project and usually is written last!

## II. Applicant Overview/Introduction:

- Describes demographics of the organization and its relationship to the community, state, and federal. Organizational credibility statement.

## III. Problem/Need Statement:

- Describes the current problem and cause of the problem
- Need statement describes current condition

## IV. Project Goals and Outcome Objectives

- Goals are broad statements
- Objectives are measurable, describe how the problem will change and stated terms of beneficiaries

## V. Implementation Strategy, program plan or methods

- Describes the activities which will be undertaken to accomplish desired change. Explain why this is the best approach.
- Includes a timeline
- Key personnel: Briefly describes who is responsible for the oversight and implementation of the project. Resumes of key personnel are often requested.

## VI. Project Evaluation

- Presents a plan for determining the degree to which the goals and objectives are met and include the methods that are followed to gather the data and if the approach worked the way it was intended. Documents results and achievements.

## VII. Sustainability Plan

- Describe how this effort will continued when grant ends. Also describes other resources and includes what partnerships are doing for the project.

## VIII. Project Budget and Budget Narrative

- Clearly delineates costs to be met by the funding source and those funds to be provided by the applicant, or partners. A budget narrative is almost always required which explains and justifies each item in the budget. Be specific and realistic!