Proposal Template

Fill in the blanks or answer the question and delete the prompts. Fill in more detailed information as needed. Revise as needed per individual foundation requirements.

Cover Letter:

(From) Letter Head (or your name and address)

Date: _________________________________

(To) Contact Name: _______________________
Foundation Name: _________________________
Foundation Address: _______________________
City, State, Zip Code: _______________________

Dear M_ (title) __ (name) ______:

The (name of organization) is pleased to submit this proposal for grant funding under the (name of grant program/ category). The (name of organization)’s (name of project or program) has been created to solve the problem of (state the major need) by (state the major activities).

The (name of project or program) addresses the concerns of the (name of foundation / and category or grant program name) because (state the features of the program that relate to the stated mission or interests of the funder).

The (name of organization) has obtained monetary and / or in kind support from the following: (list organizations, companies, and community leaders that have already pledged support).

The amount of this request: ($XX, XXX).

For further information, please contact: (Primary Contact Name, title, phone number, and address) at (any other facts, such as office hours).

Sincerely,

(Signature of writer or CEO)
(Typed Name and Title)

*******

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter</td>
<td>Pg</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Pg</td>
</tr>
<tr>
<td>Abstract</td>
<td>Pg</td>
</tr>
<tr>
<td>Description of Organization</td>
<td>Pg</td>
</tr>
<tr>
<td>Needs Statement</td>
<td>Pg</td>
</tr>
<tr>
<td>Program Description</td>
<td>Pg</td>
</tr>
<tr>
<td>Budget</td>
<td>Pg</td>
</tr>
<tr>
<td>Goals and Measurable Objectives</td>
<td>Pg</td>
</tr>
<tr>
<td>Program Evaluation Procedures</td>
<td>Pg</td>
</tr>
<tr>
<td>Appendices</td>
<td>Pg</td>
</tr>
</tbody>
</table>

*******
Abstract of Proposal

Request From: (Name of Applicant) ________________  Total Project Cost: ________________
Contact Name: ________________________________  Other Funds Committed: ________________
Mailing Address: ________________________________  Amount of This Request: ________________

Name of Project: ________________________________
Address of Project: ________________________________  (May be different than the organization's main office)

Target Clientele:

Project Synopsis: (Briefly state why this project is needed)

   (Briefly state the activity)

   (Briefly state the method of delivery)

   (Briefly state the benefits to be attained by sponsoring this project)

   (Briefly state the number of units of service to be delivered)
Description of Organization

1. When was the organization founded:

________________________________________________________________________________________
________________________________________________________________________________________

2. Mission of the Applicant:

________________________________________________________________________________________
________________________________________________________________________________________

3. What role does it fulfill in the community:

________________________________________________________________________________________
________________________________________________________________________________________

4. State the connection between the funder’s objectives and the activities of this applicant:


5. Names of board members:

________________________________________________________________________________________
________________________________________________________________________________________

6. Skills they possess:

________________________________________________________________________________________
________________________________________________________________________________________

7. Résumés of staff members:

________________________________________________________________________________________
________________________________________________________________________________________

8. The applicant’s accomplishments:

________________________________________________________________________________________
________________________________________________________________________________________

9. How many staff and volunteers are there:

________________________________________________________________________________________
________________________________________________________________________________________
Statement of Need

1. This program was designed to address the problem of:______________________________________________________________
   ___________________________________________________________________________________________________________

2. The number of people affected by this problem:_____________________________________________________________________
   ___________________________________________________________________________________________________________

3. Special characteristics of those affected:__________________________________________________________________________
   ___________________________________________________________________________________________________________

4. Barriers to resolution of the problem:_____________________________________________________________________________
   ___________________________________________________________________________________________________________

5. Source of this information:_______________________________________________________________________________________
   ___________________________________________________________________________________________________________

6. Other efforts that address the problem:____________________________________________________________________________
   ___________________________________________________________________________________________________________

7. Gap between size of problem and available resources:______________________________________________________
   ___________________________________________________________________________________________________________

8. Cite other studies of the problem:_______________________________________________________________________________
   ___________________________________________________________________________________________________________

9. Attach tables and graphs to illustrate the magnitude of the problem:__________________________________________
   ___________________________________________________________________________________________________________
Program Description

1. Who: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Does What: ______________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. When: __________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. Where: __________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. Why: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

6. How: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. Tell how the community has supported the organization and/or this project:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

8. Is this project duplicated in the community: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

9. Can this project be replicated easily in other communities: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

10. What is the project budget – revenues and expenses: ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

11. What is the long-term financial plan for the organization and program: ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

   a. Other funding sources: ____________________________________________________________

Copyright 2008, Grant Approval Network - All Rights Reserved.
b. In kind donation of services and materials: ____________________________________________________________

Goals and Objectives

1. What is the unit of service: ____________________________________________________________

2. How many units will be delivered: ____________________________________________________________

3. Secondary impacts: ____________________________________________________________

4. How many of those: ____________________________________________________________
Program Evaluation

1. Who will be responsible for program oversight:
  
  

2. How will evaluations be conducted:
   
   

3. How often will the program be evaluated:
   
   

4. Who will review the evaluations:
   
   

5. What will be the involvement of the board:
   
   

6. What financial controls will be used:
   
   

7. Address specific evaluation requirements of the funder:
   
   

Summary

1. Closing statement summarizing the importance of this project in the community:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

2. Restate the connection between the funder’s objectives and the purpose of this project:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

3. Reminder that the funder’s support is vital to accomplishing the mission:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

4. Thank them for their consideration and support:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Appendices

1. Copies of relevant media articles: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

2. Letters of support: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

3. Other exhibits that illustrate data: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

4. Certifications required by funder: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

5. Résumés if needed: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

6. Copies of audit reports if required: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

7. Copies of IRS letter of determination of tax exempt status if required: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

8. Portfolio material if requested: _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

9. Photographs, videos, and the like only if permitted: _______________________________________________________________
   _______________________________________________________________