

# Grant Proposal Components

A general format like this one may be used in most cases. Sometimes a RFP may call for a specific format

- I. Executive Summary: Umbrella statement of your case and summary of the entire proposal (1 page) (write this last)**
  - A. Problem: A brief statement of the problem or need your school has recognized and is prepared to address (1 or 2 paragraphs)**
  - B. Solution: A short description of the project, including what will take place and how many people will benefit from the program, how it will operate, and for how long (1 or 2 paragraphs)**
  - C. Funding requirements: An explanation of the amount of grant money required for the project and what your plans are for funding it in the future (1 paragraph)**
  - D. Organization and its expertise: A brief statement of the name, history, purpose, activities, and capacity to carry out this proposal (1 paragraph)**
  
- II. Statement of Need: Why this project is necessary? Build your case and tell your story (2 pages)**
  - A. Cite facts or statistics that best support the project**
    1. Data are accurate
    2. Statistics relate and are specific to your situation
    3. Provide an example
  - B. Give the reader hope; need should not be hopeless**
  - C. Decide if project could serve as a solution for others or not (this step is not necessary, but could excite reader)**

**D. Decide if need of project is acute (this step is not necessary)**

1. Is your problem worse than others?
2. Does your solution make more sense than others?

**E. Decide if your program addresses the need differently or better than others (this step is not necessary) (do not criticize others' programs)**

**F. Avoid circular reasoning where you present the absence of your solution as the problem. Ex: My classroom has no computers. Adding computers will solve the problem.**

1. How will your solution benefit students?
2. Stakeholder survey

**III. Project Description: Nuts and bolts of how the project will be implemented and evaluated (3 pages)**

**A. Objectives: Measurable outcomes**

**B. Tangible, specific, concrete, achievable within specified time**

**C. Methods: Specific activities to achieve objectives. Each objective will have a method**

1. How
2. When
3. Why

**D. Staffing/Administration (for school-wide projects)**

1. Number of staff
2. Qualifications
3. Specific assignments

**E. Evaluation: Shows you are serious**

1. To analyze product or process
2. To determine if objectives have been met
3. Describe how data will be collected, analyzed, and reported

**F. Sustainability**

1. Project is finite (start-up and ending dates), or
2. Capacity-building (contributes to self-sufficiency), or
3. Makes your program attractive to future grantors

**IV. Budget: Financial description of the project plus explanatory notes (1 page)**

**A. 100 – Salaries (if hiring personnel)**

**B. 200 – Benefits (if hiring personnel)**

**C. 300 – Professional Services: Contracted services for educational, technical, and/or professional trainers**

**D. 400 – Purchased Property**

1. Repairs, maintenance, rentals

2. Parent expenses

**E. 500 – Travel/Purchased Services**

1. Meals, lodging, mileage

2. Postage, telephone, advertising printing, food services, parent stipends

3. Student transportation for field trips, tickets

**F. 600 – Supplies**

1. All software

2. Different grants will have specific amounts to determine if item is a supply or property

**G. Property/Equipment**

**H. Other Objects (dues and fees for professional membership)**

**I. Other Use of Funds**

**V. Organization Information: History and governing structure of the school; primary activities, audience, services (1 page)**

**VI. Conclusion: Summary of the proposal's main points (2 paragraphs)**