

Sample Grant Proposal Outline: page 1

- Basic Information
 - Project Name
 - Project Acronym
 - Duration
 - Start and End Date
 - Overview of the project
- Project Summary
 - Why did you apply for this project?
 - What do you want to achieve by implementing this project?
 - What activities are you going to implement?
 - What results do you expect your project to have?
- Participating Organizations
 - Summary
 - Main applicant organization
 - Name
 - History
 - Expertise
 - Team
 - Partners - a list
 - How did you choose partners for this project?
 - What is the history of your collaboration?
 - Partner 1
 - Background
 - What are their main activities?
 - Team
 - Benefits for the project
 - Tasks and responsibilities
 - Partner 2
 - Background
 - What are their main activities?
 - Team
 - Benefits for the project
 - Tasks and responsibilities

Sample Grant Proposal Outline: page 2

- Target groups
 - Who is your target audience
 - How did you identify their needs
 - How will the project address their needs
 - How exactly will you select your participants?
- Goals - What are your overall goals for this project?
 - Goal 1
 - Goal 2
 - Goal 3
- Objectives - What do you want to achieve in this project?
 - Objective 1
 - What do you want to achieve?
 - How is this objective connected with the needs of your target group?
 - Objective 2
 - Objective 3
- Implementation - What activities will you carry out to reach your objectives?
 - Activity 1
 - Name of the activity
 - Number of participants
 - Describe the content of the activity
 - To which of the objectives is this activity connected and how exactly does it contribute to reaching it?
 - Activity 2
 - Activity 3
- Indicators - How will you measure that you reached your objectives?
 - Indicators - Objective 1
 - Indicators - Objective 2
 - Indicators - Objective 3

Sample Grant Proposal Outline: page 3

- Other
 - Innovation - How is your project innovative?
 - Dissemination - How will you publicize the results of the project?
 - Where?
 - How will you publicize the grant funder?
 - Budget
 - Timeline
 - How will you integrate activities of this project to your regular work?
- Attachments
 - Incorporation Document
 - Needs Analysis
 - Resumes of the team
 - Any other documents supporting your application