

Worksheet: Project Proposal Step By Step

1. Proposal Summary

Start with a compelling summary that highlights the key elements of your grant proposal, capturing the attention of your ideal grant funder.

<https://www.instrumentl.com/blog/how-to-write-grant-proposals>

Exercise: Imagine as if you were writing

PROPOSAL SUMMARY:

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2. Your History, Mission, Purpose, Values

Provide an overview of your organization's history and mission, explain its relevance to the grant's purpose and demonstrate credibility (that you know what you are doing).

Exercise: Imagine as if you were writing

YOUR HISTORY:

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3. Your Capacity

Highlight your organization's capacity, including its resources, expertise, partnerships, and past accomplishments, convey its ability to execute the proposed project. Speak about yourself and your team.

Exercise: Imagine as if you were writing

YOUR CAPACITY:

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4. Needs Analysis Statement

Clearly articulate the specific needs or problems your project aims to address, emphasizing their significance and the gap that your project intends to fill.

Exercise: Imagine as if you were writing

NEEDS ANALYSIS:

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5. Project Plan

Outline a detailed plan for your program or project, including activities, timeline, milestones, and resources required for successful implementation.

Exercise: Imagine as if you were writing

PROJECT PLAN:

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6. Goals and Outcomes

Define the overarching goals, measurable objectives, and anticipated outcomes aligned with the grant's objectives, demonstrating the impact your project will have.

Exercise: Imagine as if you were writing

GOALS AND OUTCOMES:

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7. Evaluation Plan

Describe your evaluation plan, outlining how you will evaluate the effectiveness and impact of your project. What criteria will you use? How will you measure it?

Exercise: Imagine as if you were writing

EVALUATION AND PLAN:

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8. Budget

Present a detailed and realistic budget that accurately reflects the financial resources required to support your project, providing transparency and demonstrating fiscal responsibility.

Exercise: Imagine as if you were writing

BUDGET:

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9. Impact

Articulate how your project's outcomes will have a lasting impact, including the potential benefits for the target audience and the broader community, ensuring sustainability beyond the grant period.

Exercise: Imagine as if you were writing

IMPACT:

Project Application Form Examples

Examples from various websites:

<https://www.montessori-mggf.org/grant-request-guidelines>

<https://www.smartsheet.com/free-grant-proposal-templates>

<https://www.lovetoknow.com/life/lifestyle/grant-writing-examples>

