

Grant Proposal Writing Template Sample

I. Proposal Summary (Executive Summary)

The Proposal Summary should be about one paragraph of 13 sentences and should include the amount of funding requested and give the most general description of the use that will be made of the funds.

II. Organization Description and History

The Organization Description and History section should be about 14 pages in length and should include the history of the organization, its structure, information about office locationsthat will be involved in carrying out the activities that will be funded by the requested grant, major accomplishments of the organization, relevant experience and accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by the grant, information about prior grants received from the source to which the proposal will be sent, and an explanation of how the description you provide makes your organization an appropriate grantee

III. Background

The Background section, of 25 pages in lengthshould provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant. It should provide evidence that the problem exists as well as that the proposed project will contribute to a solution to the problem or will reduce the harmful impact of the problem. It should highlight media and government publications suggesting that the problem is a high priority and that the proposed solution is one that decisionmakers support and believe in. It is important that the reader who finishes this section know why your program should be funded over others. Click here for fact sheets providing useful information on [ATI reentry](#) , and [alcohol and drugs](#) to include in this section

IV. Project Description (Program Narrative)

The Project Description may vary widely in length depending on the size and scope of the program that will be funded and the size of the award being sought. The project description should give the reader a detailed description of the program that will be funded by the requested grant. This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what populationand what results you expect to bring about. A useful structure is to break the project down into component goals. Use each goal as its own heading and under each goal heading, list and describe the activities that will be funded to achieve

How To Write A Grant Proposal

Jiyuan Zhang



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