

# 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

**Tori O'Neal-McElrath, Lynn Kanter, Lynn  
Jenkins English**

## **How To Write A Grant Proposal:**

**How to Write a Grant Proposal** Cheryl Carter New, James Aaron Quick, 2016-01-12 Step by step guidance on how to write effective grants that get the funding you need Complete with examples of fully completed proposals you ll also get an easy to use companion website containing guide sheets and templates that can be easily downloaded customized and printed The authors provide examples of completed proposals and numerous case studies to demonstrate how the grant seeking process typically works Order your copy today [How to Write a Successful Research Grant Application](#) Willo Pequegnat, Ellen Stover, 2013-03-09 The Department of Health and Human Services has identified Acquired Immunodeficiency Syndrome AIDS as the foremost public health problem in the United States The Centers for Disease Control CDC report that as of December 31 1994 there were 441 528 documented cases of AIDS in this country and the number is increasing AIDS is an illness characterized by a defect in natural immunity against disease Many more individuals are known to be infected with Human Immunodeficiency Virus HIV but do not have symptoms or the defining characteristics of AIDS The incubation period for AIDS may range from 1 to 10 or more years in adults and 6 months to several years in children Infected persons appear to be capable of transmitting infection indefinitely even if they remain asymptomatic In order to increase the number of minority investigators conducting research on HIV infection and 1 AIDS NIMH conducted a 3h day technical workshop for minority investigators on July 24 27 1990 in Fairlakes Virginia University based research programs were asked to nominate investigators who were selected on the basis of a referred 1 0 page prospectus for a proposed research project This procedure was used because NIMH wanted to be sure that the prospective investigators were established in a research environment that would pr [The Quick Wise Guide to Writing Grant Proposals](#) Waddy Thompson, 2017-11-10 The Quick Wise Guide to Writing Grant Proposals presents an in depth short course in the elements of a good grant proposal narrative You ll learn what questions funders expect to see answered and how to weave those answers into a compelling case for support of your nonprofit Readers of the author s previous books on grant writing will recognize his methodical personal approach as he takes you step by step through the process of constructing a narrative Unlike other grant writing guides this quick guide concentrates solely on the writing process to help you express yourself with clarity and passion **How To Write A Nonprofit Grant Proposal** Robin Devereaux-Nelson, 2016-01-07 In this booklet you will learn How to prepare your nonprofit organization to prepare for grant seeking Laying groundwork for grant seeking and outreach steps to take with funders Step by step instructions leading you through the grant application process The nuts and bolts of drafting a grant proposal How to draft a proposed budget What to do if you are accepted and if you are declined So let s get started [How to Say It: Grantwriting](#) Deborah S. Koch, 2009-10-06 A guide to writing grant proposals tailored specifically to a donor s interests complete with step by step instructions and samples of winning proposals In grant seeking words can go where the applicant can t the foundation boardroom the corporation s headquarters so it s important to use them as the

strategic powerful tools that they are This book shows readers how to find frame and use words effectively to make the case for any organization and its projects Readers are provided the tools for crafting a grant proposal that speaks directly to the funder s interests Grant seekers will learn How to find out which funders fit their project exactly Strategies for figuring out what each grant maker is looking for Critical tips for crafting attention grabbing proposals Koch shows readers how to write with a point of view that is geared to the funder s interests and goals while remaining true to the project Packed with examples of winning proposals and strategies for using words to inspire and convince this is the must have resource for any grant seeker hoping to stand apart from the crowd

**Creating Winning Grant Proposals** Anne L. Rothstein,2019-04-01 Providing clear cut steps for producing each section of a competitive grant proposal this hands on book is filled with examples from actual RFPs and proposals practical tools and writing tips Prominent educator and successful proposal writer Anne L Rothstein shares a systematic process created over decades of experience in the field She details how to achieve group consensus around a project identify likely funding sources establish need develop objectives assemble a Master Project Table and other needed tables figures and charts create an effective logic model prepare an evaluation put together a budget tailor the proposal to meet the requirements of funders and avoid common errors Purchasers get access to a Web page where they can download and print the book s 14 reproducible templates in a convenient 8 1 2 x 11 size

**How to Write a Grant Proposal** C. C. New,2003

**Grant Writer's Handbook, The: How To Write A Research Proposal And Succeed** Gerard M Crawley,Eoin O'sullivan,2015-10-23 The Grant Writer s Handbook How to Write a Research Proposal and Succeed provides useful and practical advice on all aspects of proposal writing including developing proposal ideas drafting the proposal dealing with referees and budgeting The authors base their advice on many years of experience writing and reviewing proposals in many different countries at various levels of scientific maturity The book describes the numerous kinds of awards available from funding agencies in particular large collaborative grants involving a number of investigators and addresses the practical impact of a grant which is often required of proposals In addition information is provided about selection of reviewers and the mechanics of organizing a research grant competition to give the proposal writer the necessary background information The book includes key comments from a number of experts and is essential reading for anyone writing a research grant proposal The Grant Writer s Handbook s companion website featuring regularly updated resources and helpful links can be found at [www ifm eng cam ac uk research grant writers handbook](http://www.ifm-eng.cam.ac.uk/research-grant-writers-handbook)

**Grant Writing For Dummies** Beverly A. Browning,2001 Grant writing skills are essential in gaining funding from government and foundation grants for a nonprofit organization In the past there were no college degrees in grant writing and very few if any books on how to write a grant The process of learning how to write a grant was mostly trial and error but times have changed Today grant writing is a science a skill that reflects a precise application of facts or principles Grant Writing For Dummies can help anyone who has to seek and secure grant funds in order to keep an agency s doors open for business or to fund a special

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*Writing Successful Grant Proposals* Ellen W. Gorsevski, 2015-12-30 The Teaching Writing series publishes user friendly writing guides penned by authors with publishing records in their subject matter Most grants books often hundreds of pages long make grant writing seem too intimidating but Gorsevski gets to the heart of the process In simple steps *Writing Successful Grant Proposals* highlights key things savvy proposal writers do to attract and secure prospective funders With clear concise instructions this book demystifies grant proposal writing from the initial development phase to the writing and submissions phase to the grant award phase to the final delivery of project results phase This small but mighty guide shares with readers effective strategies for adapting proposals to meet diversity digital and other evolving 21st Century constraints of grant review offering pointers for staying on task getting the proposed project done on time and under budget plus many other insider tips for smoothly navigating through the grants process This handy guidebook is designed to help academics non profits creatives and entrepreneurs to write successful grant proposals This little book gets quickly to the important points Even better Dr Gorsevski has been around the grant writing block a few times herself She s giving honest answers and pragmatic advice This is all the stuff you really need to know Dale Cyphert Ph D Associate Professor of Management College of Business Administration University of Northern Iowa Finally A savvy book on grants that speaks to large social concerns of peace environment justice and multiple audiences Gorsevski s book is a much needed resource for agency academic and volunteer leaders alike regarding the do s and don ts of dealing with diverse donors and RFPs George A Lopez Hesburgh Professor of Peace Studies Emeritus University of Notre Dame and former Vice President of the US Institute of Peace div div Ellen W Gorsevski Ph D shares her experience in writing successful grant proposals in private sector think tanks and contracting firms and in public sector teaching and research She is author of books on persuasive communication including *Peaceful Persuasion The Geopolitics of Nonviolent Rhetoric* SUNY Press 2004 and *Dangerous Women The Rhetoric of the Women Nobel Peace Laureates* Troubador Publishing Ltd 2014 div

*The Only Grant-Writing Book YouÕll Ever Need* Ellen Karsh, Arlen Sue Fox, 2014-04-08 This book provides a comprehensive step by

step guide for grant writers demystifying the process while offering indispensable advice from funders and grant recipients This new 4th edition offers a comprehensive look at the entire grants process as it stands in today's unsettled economy plus the latest trends

*How to Write a Grant Proposal* Geoffrey Mitchell, 2014-11-13 Applying for a grant may at first glance seem fairly easy However the reality is that getting your grant application to be accepted is more difficult than you might think Yet the ability to get grant funding could be the difference between success and failure for any small business or non profit organization There's only a finite amount of funding available and once denied it can be hard to break back into the inner circle again Therefore every application that's submitted really must be top quality This book is designed to help you succeed when applying for grants Following these guidelines you'll have much better chances of being approved for grants that can result in the difference between a struggling business and a thriving one

*The Art of Grant Writing* Sharon Charnell Gherman, 2013 The prospect of writing a proposal can be overwhelming especially if you're new to proposal writing Where do you start How do you make sense of the unique terminology What information do you need to gather How do you find funding sources How can you best communicate your vision to others Representing more than sixty years of proposal writing experience *The Art of Grant Writing* will not only cover the basics of proposal writing but also some of the tricks of the trade shared by professionals who have been at it successfully for a number of years It's a practical straightforward how to guide to writing proposals and is filled with practical tips cautions and time saving ideas Whether you are new to proposal writing or already have some experience there's something for everyone in this book After 40 years of grants research grant writing and grant management I firmly believe that grant proposal writing is both an art and a science The wonderful thing about this book is the way Ms Gherman has interwoven these two approaches If you're a novice grant writer this book will guide you through this process with ease If you are a professional I think you will find hidden jewels to strengthen your own approach to proposal development Cynthia M Adams CEO President GrantStation.com Inc *The Art of Grant Writing* gives me a base of reference to create a good working tool for my staff a real how to instruction style with solid reference material JoAnn Polston Healy Lake Traditional Council Healy Lake Alaska I was completely overwhelmed at the prospect of writing a grant proposal to anyone outside of our local area I did not want to embarrass our organization I now feel I have the tools to write a grant proposal which may be funded Lisa Gregory Habitat for Humanity Beckley WV

**Guide to Effective Grant Writing** Otto O. Yang, 2007-02-16 *Guide to Effective Grant Writing* How to Write a Successful NIH Grant is written to help the 100 000 post graduate students and professionals who need to write effective proposals for grants There is little or no formal teaching about the process of writing grants for NIH and many grant applications are rejected due to poor writing and weak formulation of ideas Procuring grant funding is the central key to survival for any academic researcher in the biological sciences thus being able to write a proposal that effectively illustrates one's ideas is essential Covering all aspects of the proposal process from the most basic questions about form and style to the task of seeking funding this volume offers clear

advice backed up with excellent examples Included are a number of specimen proposals to help shed light on the important issues surrounding the writing of proposals The Guide is a clear straight forward and reader friendly tool Guide to Effective Grant Writing How to Write a Successful NIH Grant Writing is based on Dr Yang s extensive experience serving on NIH grant review panels it covers the common mistakes and problems he routinely witnesses while reviewing grants [How to Write a Grant Proposal](#) Cheryl Carter New,James Aaron Quick,2003-06-03 Step by step guidance on how to write effective grants that get the funding you need Complete with examples of fully completed proposals you ll also get an easy to use companion website containing guide sheets and templates that can be easily downloaded customized and printed The authors provide examples of completed proposals and numerous case studies to demonstrate how the grant seeking process typically works Order your copy today **Winning Grants Step by Step** Tori O'Neal-McElrath,Lynn Kanter,Lynn Jenkins English,2019-07-29 Strong grant proposal writing made easy From small startups to established national organizations nonprofits large and small depend on grant funding to survive and thrive Winning Grants Step by Step The Complete Workbook for Planning Developing and Writing Successful Proposals has long been the go to resource for individuals and organizations looking for a clear easy to follow approach to tackling the grant writing process and winning funds Now in this revised Fifth Edition changes and developments in the not for profit sector are integrated into the time tested grant writing formula that has proven effective time and again New to this edition you ll find an expanded discussion of the importance of relationship building social media and online resources to successful nonprofit funding The text has also been revised to include guidance for nonprofit program budgets for both foundation and public funding grants Never before has Winning Grants Step by Step been so easy to comprehend Updated worksheets and forms will improve your comprehension and make your grant proposals stronger and more successful than ever Learn the proven step by step approach to writing strong grant proposals for foundation grants and public funds Complete worksheets and activities to practice your grant writing skills and break the process down into easy pieces Understand how to integrate your ideas and insights with research and facts to demonstrate your organization s potential Learn the best approaches to building relationships and networking both in person and online to push strong grant proposals into the winner s circle This guide is perfect as an introduction for the novice grantseeker or a refresher for the more experienced Whether your organization needs only a thousand dollars or several million following this step by step process will improve your ability to transform an idea that needs financial support into a proposal that deserves to be funded *The Complete Book of Grant Writing* Nancy Burke Smith,E. Gabriel Works,2006 The most complete grant writing book on the market including sample letters and 15 sample grant proposals [Getting the Grant](#) Rebecca Gajda,Richard Tulikangas,2005 A guide for educators seeking grants discusses the steps to take before during and after writing a proposal **The Artist's Guide to Grant Writing** Gigi Rosenberg,2010-12-14 The Artist s Guide to Grant Writing is designed to transform readers from starving artists fumbling to get by into working artists who confidently

tap into all the resources at their disposal Written in an engaging and down to earth tone this comprehensive guide includes time tested strategies anecdotes from successful grant writers and tips from grant officers and fundraising specialists The book is targeted at both professional and aspiring writers performers and visual artists who need concrete information about how to write winning grant applications and fundraise creatively so that they can finance their artistic dreams     How to Write a Grant Proposal Barbara O. Maffei,1977



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