

# SAMPLE GRANT PROPOSAL FORMAT

(Note: This is only a sample; always go by the funder's requested format. Letters of Inquiry are proposal summaries of approximately 3 pages.)

**A. Cover Letter** (1 page): Should summarize the proposal's basics: who you are, how you qualify, what your project does and why, how your project fits into one of their priority areas, how much money you're seeking, and why you need it. Mention any other funders on board.

**(Note: The cover letter is a truncated version of the LOI.)**

**B. Narrative** (5-10 pages) (Note: for longer proposals include a 1-page Executive Summary)

1. About Your Organization

- Mission
- History and Accomplishments
- Your organization's **unique** capacity or skills (i.e., those needed to do your proposed project)

2. Your Clients

- Demographic data with examples/profiles/stories/quotes
- How are they involved in the project's design and implementation?

3. The Need

- Background info: historical context and current trends
- Facts, figures, statistics (who, what, when, where)
- **Importance of the issue—what's at stake?**

4. Project Plan for Addressing the Need

- Overall Goals (long-term)
- Specific objectives (short-term, feasible, measurable) tied to specific outcomes
- Timeline: put objectives into 1-6 month blocks
- How is this project a priority for you in working toward your organization's overall mission?

5. Evaluation Criteria

- How will the outcomes of each objective be measured?
- What will success/intended results look like?

6. Staff and Volunteers

- Number
- Qualifications/bios

7. Financial Plan (also: refer to organizational and/or project budget)

- Resources available from other sources (including in-kind)
- Funds needed (applied to specific line items)
- Plan for future sustainability (with a diversity of sources)

8. Conclusion: brief summary of the need, the proposed solution, and the request

**C. Budget** (1-2 pages): must be realistic and closely tied to narrative

**D. Any required attachments:** does not include unrequested material