

Grant Proposal Template

PROJECT TITLE

I. Proposal Summary (Executive Summary)

The Proposal Summary should be about one paragraph of 1-3 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 1-4 pages in length and should include the history of the organization, its structure, information about office locations that 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 2-5 pages in length, should 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 decision-makers 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 population and 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

that goal and how achievement of that goal will be measured or defined. The Project Description may also include information about the staff who will work on the project, their experience and qualifications to perform the activities that will be funded.

V. Project Timeline/Budget Timeline

Using your Project Description, provide the reader with a timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity.

Example:

- Activity #1 (Enroll participants)
 - ✓ Start designing enrollment marketing materials on October 1, 2011
 - ✓ Spend \$X to create enrollment marketing tool by November 1, 2011
 - ✓ X% of enrollment goal by January 31, 2012
 - ✓ X% enrollment goal by March 31, 2012

- Activity # 2 (Deliver Training Program)
 - ✓ First training class to commence on December 1, 2011
 - ✓ Conduct one four-week training class per month beginning on the first of each month commencing December 1, 2011.
 - ✓ Spend \$X on incentives for participants by September 30, 2012 (\$X per four-week course cadre)
 - ✓ X% of enrollment goal complete training class by September 30, 2012

VI. Budget

Provide the reader with a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request.

Example:

Expenditure Category	Byrne/JAG fund request	Funds from other sources	Total
Salaries	\$120,000	\$65,000	\$185,000
Equipment	\$80,000	\$28,000	\$108,000
Rent/Mortgage	\$37,000	\$41,000	\$78,000
Utilities	\$12,000	\$13,000	\$25,000
Transportation	\$1,000	\$3,000	\$4,000
Totals	\$250,000	150,000	\$400,000