

ALWAYS MAKE SURE TO CONSULT A LAWYER FOR LEGAL ADVICE BEFORE CREATING OR SIGNING ANY CONTRACTS OR OTHER LEGAL DOCUMENTS.

[Your Name]

Address

Phone no/email

[name of your project] Grant Proposal

To whom it may concern,

Here, write a cover letter detailing abstract points about your grant proposal. Include key objectives, talent technologies, and assets that you have already. Indicate milestones that you have achieved, and introduce your star team to the author. Be brief.

Let your proposed grantors know what they can expect to get from you if they approve your grant. How specifically, briefly, and to-the-point, is their money going to help your cause?

Optionally, start into the background, and begin drawing them in with a hook- the glimpse of a really interesting project, with more details on the next page...

Sincerely,

[Your Full Name]

[date]

[name of your project] Grant Proposal
[Company Name] [Department or Organization]

[Your Company]

[Your Department]

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[Project Name] Executive Summary

Write this section last! It should be the best bits from the entire proposal. If the grantor only has the time to read one section, this is the section it will be. It should be one paragraph, not longer than 3 sentences or so. Do: State the total amount of funds needed, give a general description of what will be the direct effects of the funds. Don't: Make this summary too long. Don't bury the point- if there is an unclear/uncertain result, it should be made known early on.

[Your Organization Name]

Discuss at length the Organization. Often times, a non-profit is the organization that is creating a grant proposal. A university, research institution, NGO, or LLP may even ask for such a grant. In this section, make sure that the reader emerges with a firm understanding of where your organization has been, and who you are. Speak for up to four pages on this topic.

Talk about your team, accomplishments, qualifications, and any other similar successful projects in the past. If you have applied for any other grants or similar funding, discuss them here.

In the grant, often times the grantor will discuss an ideal partner or grantee. You must convince the reader that you are THE organization they have been looking for.

[Project Name] Background

Talk in depth this time about the history of the project. Go all the way back to previous awards that you might have won, and talk about why this grant program is different. You should lead up to the present day , and the future including the duration of this grant program, with a story like structure. This background section can last from 2 to 5 pages, and if you're having trouble, tell the story of your project from different perspectives, and show how each milestone or goal has been reached throughout your history.

Project Scope

Talk in detail about the project. You should give the reader all of the information that they need to know about the grant program . This should include the goals of the project, milestones, the duration of the project, the criteria of how the milestones are reached, any standards or qualifications that may be used to judge success or failure of the project. It should discuss the scale of the project, stretch goals and long term potential.

It is recommended to discuss the individual deliverables or milestones of the project, and break them down into bite size chunks. Each milestone or deliverable should have a clear description and quantifiable test to determine that you have achieved this milestone.

Schedule

In this section, determine all of the time resources that will be required for each milestone or deliverable in your project. Recalling back to the project scope, you may have included a list of every deliverable. This schedule section will list the same deliverables in a chronological format, including all the resources that are required for each deliverable to be achieved. Because we are talking about the schedule, you need to talk about the dependencies as well. For example, some schedule elements will not be pure dates, but they will be in the context of the completion of one or more deliverables.

- 1) Milestone number one [name of milestone]
 - a) description of the milestone
 - b) discussion of the minimum expenditures by the company in terms of grant money
 - c) discussion of the maximum expenditures by the company
 - d) discussion of the operations cost on a time basis
 - e) discussion of the personnel requirements
 - f) discussion of the potential variability of the end date and expected end date
 - g) discussion of the testing procedure to verify that the deliverable has been completed
- 2) milestone number 2 ...
- 3) deliverable A
- 4) deliverable B

Financial Resource Tables

In this section, you want the reader to fully understand the financial resources and expenditures that will be required for the project. The justification has already been performed in previous paragraphs or sections, so now you just want to create a single location which is very clear, which the grantor can quickly view , to understand the distribution of financial resources on each component of the project.

Include tables which talk about the expenditure for each category, including capital expenditures and operational expenditures, and the large amounts which apply to a particular deliverable or milestone.

It's always helpful to breakdown as much as possible, such as showing the total amount of expected expenditures per milestone, however you should avoid stating financial details which may be unknown. If the variability is more than

[date]

[name of your project] Grant Proposal
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50%, it's probably not enough certainty to put down a specific number. Of course, with any grant you do need to request a specific number for the grant.

There is a common rule in business too under promise and over deliver, which applies here as well. Overestimate your numbers, and ensure that your project will be completed early and under budget. After completing the project that has been specified with this grant proposal, you will have another reason for grantors to approve you on the next venture.