# **How to write Grant Proposal Template**

Here are the most common sections of grant proposals, and the information you should include.

1 Cover Letter

Group of nonprofit staff writing a grant proposal.

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Although you will write your cover letter last, don't give it short shrift. Think of it as the front porch of your grant proposal. How the funder feels about your nonprofit depends on this first impression.

You'll want to address your letter to a particular person, briefly state what your proposal asks for, and summarize your program. More

2 Executive Summary

Group of young grant writers working on a project.

Milton Brown/Caiaimage/Getty Images

The summary comes after your cover letter. It helps the grantor to understand at a glance what you are asking.

The summary can be as short as a couple of sentences, but no longer than one page. Aim to be complete but brief. The summary gives a taste of the proposal to come. It should entice the reader to keep going. More

3 Need Statement

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The statement of need is the meat of your grant proposal. You must convince the funder that what you propose to do is important and that your organization is the right one to do it.

Assume that the reader of your proposal does not know much about the issue or subject. Explain why the issue is important, and what research you did to learn about possible solutions. More

4 Goals and Objectives

Grant writers figuring out the goals for their proposal.

Petar Chernaev/E+/Getty Images

Your goals and objectives explain what your organization plans to do about the problem.

State what you hope to accomplish with the project and spell out the specific results or outcomes you expect to achieve.

Think of goals as general outcomes and objectives as the specific steps you'll take to get to those outcomes. More

5 Methods, Strategies or Program Design

Group of grant writers planning workflow.

Tassii/E+/Getty Images

Walk the grantor through exactly HOW you will achieve the goals and objectives you've set out earlier. You may be required to provide a logic model in this section which explains graphically just how the parts of your proposal work together to achieve what you hope to accomplish.

Be as detailed as you can with a timeline and specifics about who will do what and when. More

6 Evaluation Section

Woman in office talking about measuring metrics.

David Lees/Taxi/Getty Images

How will you assess your program's accomplishments? Funders want to know that their dollars did some good.

So decide now how you will evaluate the impact of your project. Include what records you will keep or data you will collect, and how you will use that data.

If the data collection costs money, be sure to include that cost in your budget. Many organizations hire an outside evaluator to get an objective assessment. More

7 Other Funding or Sustainability

Two men forming a partnership over lunch.

Thomas Barwick/Stone/Getty Images

Have you received dedicated funds from other sources? Or have you asked other sources?

Most funders do not wish to be the sole source of support for a project. Be sure to mention in-kind contributions you expect, such as meeting space or equipment.

Is this a pilot project with a limited timeline? Or will it go into the future? If so, how do you plan to fund it? Is it sustainable over the long haul? More

8 Information About Your Organization

Diagram of mission and strategy for a nonprofit.

Tuomas Kujansuu/E+/Getty Images

In a few paragraphs explain why the funder can trust you to use its funds responsibly and efficiently.

Give a short history of your organization, state your mission, the population you serve and provide an overview of your track record. Describe or list your programs.

Be complete in this part of your proposal even if you know the funder or have gotten grants from this organization before. Never take for granted that the person reading this proposal knows your history. More

9 Project Budget

Woman at desk working on a budget.

Sam Edwards/Caiaimage/Getty Images

How much will your project cost? Attach a short budget showing expected expenses and income. The expenses portion should include personnel costs, direct project costs, and administrative or overhead expenses. Income should include earned income and contributed income. More

10 Additional Materials

Documents for a grant proposal.

Ken Reid/Taxi/Getty Images

Funders are likely to want the following:

IRS letter proving that your organization is tax-exempt.

List of your board of directors and their affiliations.

Budget for your current fiscal year.

Budget for your next fiscal year if you are within a few months of that new year.

11 Putting it All Together

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If you're submitting a proposal by mail, put everything together with your cover sheet and a cover letter.