

General Outline of Common Grant Proposals

ABSTRACT:

- Brief outline of your project
- Most likely the first thing readers will look at

INTRODUCTION:

- Might have to introduce your readers to your target area and/or participants
- Is there something reviewers need to know to understand your project

NEED/PROBLEM/OPPORTUNITY – BACKGROUND/SIGNIFICANCE

- Where are you starting from
- Why do you need to do this
- What problem will you be addressing
- Literature review/theoretical foundation

GOALS/OBJECTIVES/ – THE FOCUS OF THE GRANT

- What do you hope to accomplish/achieve
- Are your objectives measurable

PLAN OF OPERATION/METHODS/ACTIVITIES:

- How will you run the project
- When will you do it – may need a timeline
- Who will do it
- What additional staff will you need – how will you hire/train/supervise staff
- What resources/facilities will you need
- What training will staff need – when will you do it; who will do it
- How will you manage the project: fiscal oversight, supervision of staff, coordination of activities, etc

EVALUATION:

- How will you know if you were successful
- Did you meet your goals/objectives
- How will you use performance feedback to assess your progress toward achieving your intended outcomes

CONTINUATION – FUTURE DIRECTIONS

- Sometimes you have to talk about what will happen after funding ends

DISSEMINATION:

- What is your plan to let others know about your accomplishments

BUDGET:

- What resources will you need to run the project
- Does your budget reflect your narrative
- Do you need to provide matching costs