

KEY ELEMENTS OF A PROPOSAL

SF-424 APPLICATION COVER SHEET

- Required cover sheet for pre-applications and applications for Federal grants.

PROPOSAL SUMMARY

- A brief narrative that outlines the proposed project. Should communicate the objectives of the project and explain the influence of the project both during and after the project period.

INTRODUCTION TO ORGANIZATION

- Provides a description of the past and present operations of the applicant's organization. May include a brief biography of board members and key staff, in addition to the organization's goals, procedures to ensure compliance with 2 CFR Part 200, philosophy, track record with other grantors, and any success stories.

PROBLEM STATEMENT

- The problem statement provides a clear, concise, and well-supported statement of the problem to be addressed.

PROJECT OBJECTIVES

- Specific activities related to the project's goals that must be reached and the methods used to achieve the stated objectives. If the proposal is funded, the stated objectives will probably be used to evaluate program progress.

PROJECT EVALUATION

- How the applicant will evaluate the effectiveness of its program design. It also measures the results attributable to the project to the extent that the objectives have been satisfied.

PROPOSAL BUDGET (SF-424A)

- The SF-424A provides the major budget categories. A well-prepared budget justifies all expenses and is consistent with the proposal narrative. Some areas in need of an evaluation for consistency are:
 - Salaries
 - New Staff
 - Equipment Purchase
 - Indirect Cost
 - Matching or Cost Sharing

PROGRAM METHODS AND DESIGN

- How the project is expected to work and solve the stated problem. It may include the following:
 - Activities to occur as well as the related resources and staff needed to operate the project
 - A flow chart of the project's organizational features
 - What will be achieved (i.e., a plan for measurable results, inputs/outputs)
 - A diagram of the program design
 - A justification of the course of action to be taken
 - The remaining alternatives available when funding has been exhausted
 - Highlights of innovative features which could be considered distinct from other proposals

FUTURE FUNDING OR SUSTAINABILITY

- Plan for continuing beyond the award performance period and/or the availability of other resources necessary to implement the award. Maintenance and future program funding may be discussed if the program is for construction activity. For overseas proposals, future funding and sustainability may not apply in all circumstances.

