



YALI Network

Grant Proposal
Planning Template

The following template provides notes and questions that can help you begin crafting a response to a grant solicitation. **No matter the type of grant, it is important to articulate how your project aligns with the funding organization's own goals.** Also be sure to familiarize yourself with all of the requirements of the grant solicitation, and address them clearly in your response.

Background on the Funding Organization and the Grant:

What are the funding organization's goals?

How would funding your program further their goals?

What is the average/target amount of funding provided by this organization?

When is the grant proposal due?

Who will help with writing the proposal? (if applicable)?

Who can peer review the proposal before you submit it?

Prompts for Common Grant Proposal Sections

Cover Letter/Administrative Materials

Some grant solicitations will require you to complete specific forms and return them at the front of your proposal. For others, you can write a cover letter introducing your proposal, reiterating how it aligns with the funding organization’s goals, and thanking the review committee for their time.

Executive Summary/Abstract

This section should actually be the last thing you write, as it should be a summary of the information contained elsewhere in the proposal. It’s your chance to “hook” the reader and get them interested in reading the full proposal.

Problem Statement/Statement of Need

Provide an overview of the issue or problem that your project/program will address.

What community need exists that your project will address?

How many people does this need impact? How many of those people will your project help?

What data points support your analysis of this need?

a. _____

b. _____

c. _____

Project Description

Provide a thorough, clear discussion of your project or program, in particular how it ties back to the funding organization’s goals.

What are the goals and objectives of your project?

a. _____

b. _____

c. _____

What methods will you use to implement your project?

How does your project align with the funding organization’s goals?

Evaluation Plan

Funders want to know their money will be making a difference, so it is essential to explain how you are going to evaluate your project/program and report back on the findings.

How are you going to show the impact of your project?

What are your Key Performance Indicators (KPIs?)/ metrics?

- a. _____
- b. _____
- c. _____

Will you evaluate your project (check all that apply)

- ☐ on an ongoing basis
- ☐ halfway through the grant period
- ☐ at the end of the grant period
- ☐ some other frequency (please explain) ?

Timeline

Explain your timeline for the project or the part of the program to be funded by the grant.

What is the duration of your project?

What key milestones do you plan to meet?

- a. _____
by (date) _____
- b. _____
by (date) _____
- c. _____
by (date) _____

Budget

A budget should justify the amount of money you are requesting, and show specifically how it will be used.

In addition to providing an itemized budget, you often will need to provide a budget narrative that explains how you arrived at specific numbers.

Sustainability Plan

Many funders want to know that their money is supporting a program or project that will continue to have an impact into the future. Generally, however, grants cannot provide ongoing funding — so you need to show how you will fund the project after the grant period. If you are proposing a self-contained project, you may want to explain how lessons learned from this project will continue to be used in future work.

How will you continue the project after the grant money runs out?

Even if you don't continue the exact same project, how will you build on its success and fund those future efforts?

Organizational Information

Provide an overview of your organization, including its history and any key achievements.

Appendices

Different solicitations request different appendices, from audited financial statements to biographies of key staff. Don't wait until the last minute to pull together the appendices, as the material might take some time to gather. Be sure to provide exactly what the solicitation requests—but not additional materials.

Grant Requirements Matrix Template

| Requirement | Page in solicitation on which it appears | Page in proposal on which it is addressed | Notes |
|-------------|--|---|-------|
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