Grant Proposal Template

The following outline gives suggestions for a basic grant proposal. This template is meant as a guide only and not a replacement for the funding announcement. Some funders ask for different information, so it's important to review the funding announcement carefully.

Project Summary

Include a one-page summary of your proposal, highlighting the purpose, goals, and expected impact of the initiative. The summary is usually prepared last.

Table of Contents

This is also one of the last parts of the proposal to be completed. Very short proposals (2-3 pages) do not need a table of contents.

Project Narrative

The project narrative is the "meat" of the grant proposal and usually includes the following elements:

Background Information

Provide background information about Crafton Hills College and/or your department that supports why this project is important. Include why this project makes sense within the context of CHC and/or your department.

Statement of Need

This section is where you describe the problems you want to address through the project. It's very important to present a clear, compelling case about why the grant is needed. What problem will the grant solve? Provide campus, district and regional/national data that supports the need for the project. Identify input from a variety of sources including, but not limited to, students, college personnel, local officials, community members, and large research studies.

Goals

State the goals of the project. Goals are overarching principles that guide decision-making. They reflect the big picture, clearly serve the interests of the program, and should be stable for the life of the grant. Although goals do not have to be measurable, well-stated goals will be attainable in principle. Example of a goal: "Seek, advocate for, and acquire additional resources."

Objectives

Objectives are measureable and represent milestones on the way to achieving a goal. Sound objectives are relevant to the applicable goal, specific and measurable, reasonable, and action-oriented. Example of a sound objective: "Establish a grant development and management process with clear roles and responsibilities."

Outcomes can be qualitative and quantitative. Baseline data should be presented as a point of reference. When writing objectives for any project, it is important to consider how the data will be collected and analyzed. Data collection for measuring the objectives should be manageable,

and the analysis of the objectives should provide key information for making decisions about the program over time.

Activities

Describe what you're going to do. What activities or components of your project will answer the needs you brought out in the need statement and meet the goals and objectives you described? Cite research that verifies that the activities or components you want to adopt are effective with the problems you described in the need statement.

Timeline of Activities

Give an outline the major activities. This can be done as a table and should include at least the following:

1. Activity
2. Participating groups/individuals
3. Start date
4. Target Completion date
5. Individual responsible

Key Personnel

The key personnel section should include who is going to work on the project and how they are qualified to address the need. It is useful to get a resume or CV from each of the key persons working on the grant.

Evaluation Plan

The evaluation plan should include the following elements:

1. Who is evaluating the project?
2. How is each objective going to be measured? Where are you going to get your data? What is the timeline for evaluating each objective? (This part is often presented in table format as shown in the example below.)
3. How will you use the evaluation results?
4. How will you share the evaluation results with the funder? Will you share the evaluation results with anyone else?

Example: Evaluation Plan

Objective	Method of Measurement	Source of Data	Timeline
Establish a grant development and management process with clear roles and responsibilities.	• Staff was hired or assigned • Written procedures exist • Surveys	• Grants Office • Faculty, staff, management	First and second years of project

Sustainability

State how the project will be sustained after grant funding ends.

Budget Requirements/Requests

Outline the budget requirements for the project. Make sure to provide as much detail as possible by separating line items appropriately. If you are considering a multi-year project, show the budget for each

year. If the grant requires match or in-kind, include the match amount. An example of a budget format is below.

Example: Budget

Item	CHC	Funding Agency	Total
Staffing	10,000	0	10,000
Supplies	5,000	2,000	7,000
Equipment	0	10,000	10,000
Other (please specify)	0	0	0
Total	**15,000**	**12,000**	**27,000**