General Project Funding Request Outline

1. Executive Summary

[Provide a concise overview of the project, its purpose, and requested funding amount.]

2. Organization Overview

- Mission and Vision
- Brief History
- Key Accomplishments

3. Statement of Need

[Describe the problem or need your project addresses. Include relevant data or evidence.]

4. Project Description

1. **Project Goals and Objectives:** [List goals and specific objectives.]
2. **Target Population:** [Describe demographic or group served.]
3. **Planned Activities:** [Outline main activities and timeline.]
4. **Expected Outcomes:** [Identify measurable outcomes and impact.]

5. Project Management

- Project Team and Roles
- Key Partners (if any)
- Oversight and Evaluation Plans

6. Budget

- Brief Budget Summary
- Other Sources of Funding (if applicable)
- Budget Justification

7. Sustainability Plan

[Describe how the project will be sustained after funding ends.]

8. Attachments (if applicable)

- Letters of Support
- Staff Resumes
- Organization Financial Statements