

Grant Application Outline

1. Cover Sheet

- Organization Name
- Contact Information
- Project Title
- Requested Grant Amount
- Date of Submission

2. Executive Summary

Summary of the project and organization, including purpose, objectives, and funding needs.

3. Organization Background

- Mission and Vision
- Brief History
- Programs and Activities
- Key Achievements

4. Statement of Need

- Description of Issue or Need
- Target Population
- Supporting Data or Research

5. Project Description

- Goals and Objectives
- Activities and Methods
- Timeline
- Staff and Volunteer Involvement

6. Evaluation Plan

- Measurable Outcomes
- Methods for Tracking Progress
- Evaluation Tools

7. Budget

- Income and Expenses
- Budget Narrative
- Other Funding Sources

8. Sustainability

- Plans for Project Continuation
- Future Funding Strategies

9. Attachments

- IRS Determination Letter

- Board of Directors List
- Financial Statements
- Letters of Support