Simple Grant Proposal Format

Sample template for nonprofit organizations seeking grant support.

1. Organization Information

Organization Name:

Mission Statement:

Contact Information:

2. Project Summary

Project Title:

Brief Description:

3. Needs Statement

Describe the issue or need your project addresses:

4. Goals & Objectives

Project Goals:

Measurable Objectives:

5. Project Description

Key Activities:

Timeline:

6. Evaluation Plan

How will you measure success?

7. Budget

Brief breakdown of how funds will be used:

8. Sustainability

How will the project continue after funding ends?

9. Appendices (Optional)

- Letters of support
- Organizational budget
- IRS determination letter
- Additional relevant materials