

# Sample Grant Proposal

**Organization Name:**

**Address:**

**Contact Person:**

**Email / Phone:**

## 1. Executive Summary

Provide a brief summary of your organization, the proposed project, goals, and amount requested.

## 2. Statement of Need

Describe the problem or need your organization seeks to address and why it is important.

## 3. Organization Description

Summarize your organization's mission, history, key programs, and relevant accomplishments.

## 4. Project Description

- **Objectives:** What do you hope to accomplish?
- **Methods:** How will you achieve your objectives?
- **Timeline:** Project schedule.
- **Staffing/Volunteers:** Who will be involved?

## 5. Evaluation Plan

Explain how you will measure the project's effectiveness and impact.

## 6. Budget

- **Total Project Cost**
- **Amount Requested**
- **Other Sources of Funding**
- **Budget Breakdown**

## 7. Sustainability

Describe how the project will continue after the grant funding ends.

## 8. Appendices (Optional)

- Letters of Support
- IRS Determination Letter (for nonprofits)
- Financial Statements
- Resumes of Key Staff

