# Basic Grant Proposal Outline

## 1. Cover Letter

- Summary of the project
- Brief information about the organization
- Contact information

## 2. Executive Summary

- Outline of project goals and objectives
- Funding amount requested
- Brief impact statement

## 3. Statement of Need

- Problem description
- Data or evidence supporting need
- Target population

## 4. Project Description

- Goals and objectives
- Methods and timeline
- Staffing/Administration
- Expected outcomes

## 5. Organization Information

- Mission and vision
- Brief organizational history
- Relevant programs and accomplishments

## 6. Budget

- Detailed income and expense breakdown
- Other funding sources (if any)

## 7. Evaluation

- Plans to measure project success
- Assessment tools and methods

## 8. Conclusion

- Summary of proposal
- Call to action / request for support