

# Standardized Grant Request Template

## Organization Details

Organization Name

EIN / Registration Number

Organization Address

Contact Person

Contact Email

Phone Number

## Project/Program Information

Project/Program Title

Project/Program Summary

Requested Amount

Total Project Budget

Project Dates

#### Statement of Need / Problem Statement

#### Goals & Objectives

#### Project Activities & Timeline

#### Expected Outcomes / Impact

#### Evaluation Plan

#### Organization Capacity (Qualifications/Experience)

---

## Budget Overview

#### Brief Budget Narrative/Breakdown

## Attachments (Optional)

- IRS Determination Letter / Nonprofit Status
- Board of Directors List
- Financial Statements
- Project Budget Sheet