

Grant Submission Outline for Projects

1. Project Summary

- Project title
- Principal Investigator(s)
- Organization
- Contact information
- Project timeline
- Amount requested

2. Project Description

- Background and rationale
- Statement of need/problem
- Project objectives/goals
- Target population

3. Project Activities and Methods

- Planned activities
- Work plan and timeline
- Roles and responsibilities
- Partnerships and collaborations

4. Expected Outcomes and Impact

- Anticipated results
- Measures of success
- Sustainability plan

5. Evaluation Plan

- Evaluation methods
- Data collection and analysis
- Reporting progress

6. Budget and Justification

- Budget summary
- Detailed budget breakdown
- Justification of expenses
- Other funding sources

7. Organizational Capacity

- Organizational background
- Relevant experience
- Key staff qualifications

8. Appendices (if applicable)

- Letters of support
- Resumes of key staff
- Organizational chart
- Additional documents