Grant Project Sections

There are eight basic sections needed for a grant proposal, some of which we have abbreviated or combined for the purposes of our assignment. The sections are: (1) the proposal summary (we replaced this with an abstract), (2) introduction of the organization, (3) the problem statement or needs assessment (4) project objectives, (5) project method, (6) project evaluation, (7) future funding, (8) the project budget. The following will summarize these sections. Your project narrative will include (3), (4), (5), and (6).

**Abstract/ Outline of Goals/Summary**

Introduce Applicant or Group:

Biographies

Goals, philosophy, track record

Any relevant information that increases the grantee’s credibility

**Problem Statement:**

Purpose of Developing the Proposal

Beneficiaries, who they are and how they will benefit

Nature of the Problem

How the applicant became aware of the problem, and what is currently being done about the problem

What will happen to the project once funding has been exhausted/What will happen if there is no funding

Most importantly, how will the problem be solved

**Project Objectives: Goals and Desired Outcome**

How can you measure whether your goal has succeeded after you complete your project

**Plan of Action:** Program Methods and Program Design

How will you achieve your goal?

**Evaluation**

How will you your planned goals have the desired results?

**Future Funding**

If your project is long term, how will you sustain an income after the grant money has run out?

**Budget**

Including but not limited to: salaries (including your own), equipment purchase or hire, expendable materials, insurance, transportation, documentation, legal fees