

One Page Summation on How to Write a Grant Proposal

Summary: The summary actually comes first and helps the grantor to understand at a glance what you are seeking. At the beginning of your proposal, or on a cover sheet, write a short (two or three-sentence) summary of your proposal. [\(The summary is best written last after completing the other writing sections\)](#)

1. Organizational Information:

In a few paragraphs explain what your organization does and why the funder can trust it to use the requested funds responsibly and effectively.

Give a short history of your organization, state its mission, the population it serves, and an overview of its track record in achieving its mission. Describe or list your programs.

Be complete in this part of your proposal even if you know the funder or have gotten grants from this grant maker before.

2. Problem/Need/Situation Description:

This is the meat of your proposal and where you must convince the funder that what you propose to do is important and that your organization is the right one to do it.

Assume that the reader of your proposal does not know much about the issue or subject. Explain why the issue is important and what research you did to learn about possible solutions.

3. Work Plan/Specific Activities:

What does your organization plan to do about the problem? Offer your solution – how will you use the grant funding and if you cannot solve all the problems, answer all the need – how will you mitigate the problems/needs with the grant award. You need to show that the funding will make a difference.

4. List details including:

Target audience.
What you will do. Describe the activities.
What planning has taken place? Have you done research? Let the funder know that you are well-prepared.
Who will do the work and why are they qualified?
When will the project take place? Do you have a project start date and end date?
Where will the project take place?