

# Grant Project Proposal Template

Directions: Please fill out all sections of this proposal template before printing. All fields require text input.

## 1. General Information

Project Title:	<input type="text" value="Enter the official title of your project"/>
Organization Name:	<input type="text" value="Legal name of the requesting organization"/>
Primary Contact Person:	<input type="text" value="First and last name, title"/>
Contact Email:	<input type="text" value="email@organization.org"/>
Contact Phone:	<input type="text" value="(555) 555-5555"/>
Amount Requested (\$):	<input type="text" value="Total grant funding requested"/>
Project Duration:	<input type="text" value="e.g., 12 Months (Start Date to End Date)"/>

## 2. Executive Summary

Provide a brief overview of the proposed project, its goals, and the expected outcomes.

<input type="text" value="Executive Summary - Line 1"/>
<input type="text" value="Executive Summary - Line 2"/>
<input type="text" value="Executive Summary - Line 3"/>

## 3. Statement of Need

Describe the problem or community need your project addresses. Explain why this funding is crucial at this time.

<input type="text" value="Statement of Need - Line 1"/>
<input type="text" value="Statement of Need - Line 2"/>
<input type="text" value="Statement of Need - Line 3"/>

## 4. Project Goals and Objectives

List the specific, measurable goals of the project.

- Objective 1:
- Objective 2:
- Objective 3:

## 5. Project Methodology and Timeline

Explain the activities, methods, and timeline for implementing the project.

<input type="text" value="Methodology and Timeline - Line 1"/>
<input type="text" value="Methodology and Timeline - Line 2"/>
<input type="text" value="Methodology and Timeline - Line 3"/>

## 6. Budget Overview

Provide a high-level breakdown of how the grant funds will be allocated.

Budget Category	Requested Grant Funds (\$)	Matching Funds / In-Kind (\$)
Personnel / Salaries:	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Equipment / Supplies:	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>

<b>Budget Category</b>	<b>Requested Grant Funds (\$)</b>	<b>Matching Funds / In-Kind (\$)</b>
Travel / Lodging:	\$ 0.00	\$ 0.00
Indirect / Administrative Costs:	\$ 0.00	\$ 0.00
Other Costs:	\$ 0.00	\$ 0.00

## 7. Project Evaluation

Describe how you will measure success and evaluate the outcomes of your project.

Evaluation Metrics - Line 1
Evaluation Metrics - Line 2

## 8. Signatures

By signing below, the preparing parties certify that the information in this proposal is accurate.

Authorized Representative Name:	<input type="text"/>
Authorized Representative Signature:	<input type="text" value="Sign here upon printing"/>
Date:	<input type="text" value="MM/DD/YYYY"/>