



Organization Name

Grant Proposal for Project Name



Introduction

- Introduce your organization.
 - Brief background information
 - Mission statement
- Insert your organization's logo, if available.



Project Summary

- Present a concise summary of the project and its most important benefit.



Problem Statement

- Identify the problems that the project will address.
- Back up your problem statement with statistics, if available.

Objectives

- State specific, measurable project objectives.
- Explain how the project objectives address the problems you have identified.



Key Benefits

- List the key benefits of the project.
- Begin with the most important benefit.



Statement of Work

- List proposed work items and resource requirements.
- This section may require several slides.

Project Timetable

- Present a timetable for each phase of the project.

	Description	Start Date to Completion Date
Phase 1		
Phase 2		
Phase 3		

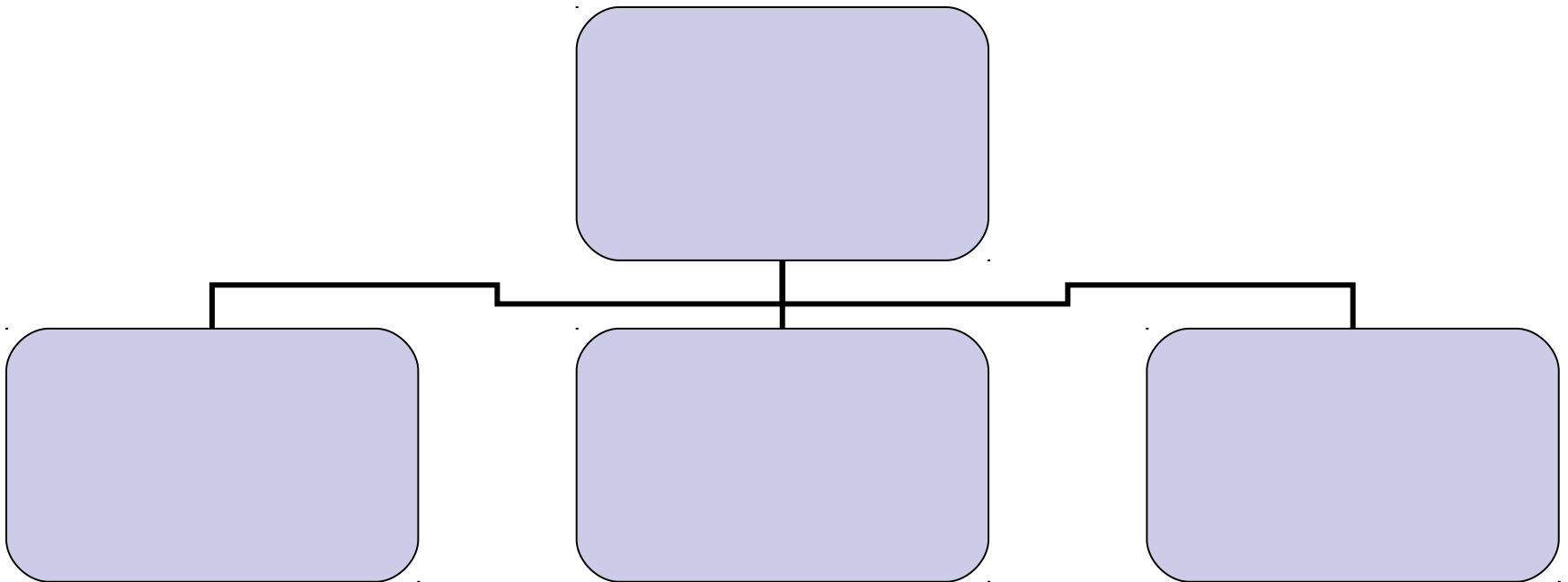
Budget

- Provide a budget for the project. Use a table or chart to show budgeted items and total cost.

Resource	Budget
Personnel	0.00
Technology	0.00
Distribution	0.00
Promotion	0.00
Other Services	0.00
Total Cost	0.00

Key Personnel

- Provide an organization chart of the project management team.





Evaluation

- Discuss how and when the project will be evaluated.
 - List quality assurance steps that will occur during the project.
 - List evaluation methods that will be used after the project is complete.
 - Explain how you will act on the results of your assessments and project evaluation.



Endorsements

- List endorsements from individuals or organizations, if available.



Questions?