In all circumstances, follow the grantor’s preferred format if one is provided. Font, margins, page limits, and content should all be created and limited to the specific grantor requirements.

Proposal Contents:

* Title Page
* Table of Contents
* Executive Summary
* Narrative
* Organizational Background
* Needs Assessment
* Project Description
* Goals, Objectives, Outcomes
* Methodology
* Sustainability
* Project Management Team
* Evaluation
* Budget
* Attachments and Appendices

*Organizational Background:*

* Mission, vision if applicable
* Brief history including primary activities and audiences, qualifications (accreditation, awards), growth milestones
* Highlight details of major programs
* Governance structure and leadership

*Needs Assessment*:

* Problem or issue to be addressed by this project
* Answer
* Why this issue;
* why now,
* why H-SC (and You!) is the organization to respond
* Supporting facts and data

*Project Description*:

* Provides an overview of how the organization intends to address the need
* Highlights proposed activities, staffing, intended outcomes, any collaborative relationships supporting the project

*Goals:*

* What is the long-range benefit of the proposed project?
* What do you hope to achieve?

*Objectives*:

* Quantify the goal and state the achievement time frame
* Specific, Measurable, Achievable, Realistic, Time-bound (SMART)

*Methodology*:

* Describes the “How” in a step-by-step way
* Creates a map of project activities within the grant time frame

*Sustainability*:

* Is the project finite?
* Is the project positioned to move toward self-sufficiency?
* Will the project attract other grant support?
* Will the organization budget for the project after a trial period?

*Project Management Team*:

* Brief biographical descriptions of leadership team for the project
* Demonstrate qualifications
* Link project leadership to organizational leadership for managerial oversight, and to the community for reporting project outcomes

*Evaluation*:

* Analyze the process of the project and/or measure the outcomes
* Directly relates to the objectives for the project
* Indicate who will conduct the evaluation (whether internal or external) and qualifications

(PJ 02.2016)