

THE GRANT PROPOSAL

Introduction:

Below you will find the details of what you should provide in your grant proposal. We are requesting concrete details on the strategy, tactics and implementation of your concept plan. In our experience, this outline will best get to the level of detail needed. If you have another way to present the information, please let us know.

Summary (1 to 2 pages--- preferred)

This section should clearly and concisely summarize the request. It should provide us with a framework that will help us visualize the essence of the project. The remainder of the proposal will then serve to deepen and amplify this "vision" presented in the summary section. Your summary should meet the following criteria:

- Indicates the individuals who can speak with authority on behalf of the grant proposal.
- Identifies the collective impact participants
- Includes at least one sentence on credibility
- Includes at least one sentence on outcome and or improvement to the process or solution
- Includes at least one sentence on objectives
- Includes at least one sentence on methods
- Includes total cost, funds already obtained and amount requested and allocated for each organization in this proposal

The Proposal (3-4 Pages)

The specific area of need. This is a critically important so if and when possible this information should be based on objective research or analysis, not subjective impressions. Note we use the word "when possible" realizing that some projects are in totally new in unexplored areas so the research or data may be limited. This data, however, should not be voluminous, but sufficient to demonstrate that a problem or need exists. A problem statement or needs assessment should meet the following criteria:

- Describes the target population to be served
- Defines the community problem to be addressed and the need in the area where this program will take place.
- Is of reasonable dimensions - not trying to solve all the problems of the world. Less is sometimes better.

- Is supported by relevant statistical evidence and/or is supported by relevant anecdotal evidence, or if not possible please provide the logic behind your underlying premise.
- Can the work be scaled as a result of funding of this project, and if more funding is available via phases how would additional scaling be possible.
- Might the project have possibilities for further collective impact in the future with other Bridge Alliance organizations.
- What if any is the value of the project with respect to media coverage.
- Please be as brief as possible, try not to make unsupported assumptions, limit the use of jargon, and most importantly make a compelling case that is not a just a sales pitch.

Program Goals and Objectives (1-2 pages)

Describe the outcomes of the grant in as measurable terms as possible. This should be a succinct description of what the organization hopes to accomplish. Program goals and objectives should meet the following criteria:

- At least one objective for each problem or need committed to in the problem statement (Keep in mind that objectives are outcomes and are not methods)
- Describes the population that will benefit from the program
- State the time by which you anticipate the objectives will be accomplished
- Objectives should be as measurable and quantifiable as possible, but we understand that due to the newness of the project this might not be possible
- Are the goals and objectives staged. (i.e. step 1 must occur before step 2, before step 3 etc) and if so explain
- As to objectives please explain when relevant if:
 - A human action is anticipated.
 - A specific time frame within which a behavior will occur, and to what extent
 - If the manner in which something occurs is an end in itself.
 - A tangible item results.

Methodology (4 + Pages)

Describe the activities to be conducted to achieve the desired objectives including the rationale for choosing a particular approach. Generally, a straightforward, chronological description of the operations of the proposed project works most effectively. This section should:

- Flow naturally from problems and objectives
- Clearly describe program activities
- State reasons for the selection of activities

- Describe sequence of activities
- Describe staffing of program
- Describe clients and client selection
- Present scope of activities that you anticipate will be accomplished within the time frame as defined and resources of the program
- Provides a timeline of activities (if possible)

Evaluation (1 - 2 Pages)

Include a plan that describes how you will define the degree to which objectives are met and methods followed so as to help us determine whether your proposed project represents an intelligent investment. When possible (**only if relevant**) please include:

- A plan for evaluating accomplishment of objectives
- A plan for evaluating and modifying methods over course the program
- The evaluation criteria
- If data is used explain the nature of the data
- Explain any test instruments or questionnaires to be used
- Describes the process of data analysis
- Show how evaluation will be used for program improvements

Future and Additional Funding, if relevant (1-2 page)

Describe a plan for continuation beyond the grant and/or the availability of other resources necessary to implement the grant. This section on future and additional funding might include:

- A specific plan to obtain funding if program is to be continued
- Describes how other funds will be obtained, if future funding is desired.
- Includes list of other funders who have committed or might be approached in the future

Budget

The budget should clearly delineate costs to be met by the funding (and those provided by other parties if relevant) and outlines both *administrative* and *program costs*. Please separate budgets for the general operating budget and the special project budget.

Budgets should show income (if any) as well as expenses. It is best to use a spreadsheet as opposed to a narrative form.

A budget should meet the following criteria:

- Tells the same story as the proposal narrative
- Is detailed in all aspects

- Includes project costs that will be incurred at the time of the program's implementation
- Contains no unexplained amounts for miscellaneous or contingency
- Includes all items asked of the funding source
- Includes all items paid for by other sources
- Includes all volunteers
- Includes all consultants
- Details fringe benefits, separate from salaries
- Separately details all non-personnel costs
- Includes separate columns for listing all donated services
- Includes indirect costs where appropriate
- Is sufficient to perform the tasks described in the narrative.

Appendices

May be included at the author's discretion.