

# **Basic components of a grant proposal**

## **1. Statement of Need**

- What is the issue that you are addressing and why does it matter?
- Why this project needed?
- Who benefits? Indicate the public good, not just the effect on the campus.
- Who else is working on this problem, what have they done, and why isn't that enough?

## **2. Goals and Objectives**

- Describe your goal and objectives. A goal is a broad statement about the outcome of the project. An objective is specific and something you can measure.

For example:

**Goal:** Our after-school program will help children read better.

**Objective:** Our after-school remedial education program will assist 50 children in improving their reading scores by one grade level as demonstrated by standardized reading tests administered after participating in the program for six months.

### Examples of measurable objectives:

1. **Behavioral** — A human action is anticipated.

Example: Fifty of the 70 children participating will learn to swim.

2. **Performance** — A specific time frame within which a behavior will occur, at an expected proficiency level, is expected.

Example: Fifty of the 70 children will learn to swim within six months and will pass a basic swimming proficiency test administered by a Red Cross-certified lifeguard.

3. **Process** — The manner in which something occurs is an end in itself.

Example: We will document the teaching methods utilized, identifying those with the greatest success.

4. **Product** — A tangible item results.

Example: A manual will be created to be used in teaching swimming to this age and proficiency group in the future.

### 3. Project Activity and Methodology

- What are the specific activities involved? Who will do them? When? How? Consider:
  - **How:** This is the detailed description of what will occur from the time the project begins until it is completed. Your methods should match the previously stated objectives.
  - **When:** Present the order and timing of the tasks proposed using a timetable.
  - **Why:** You may need to defend your chosen methods, especially if they are new or unorthodox. Why will the planned work most effectively lead to the outcomes you anticipate? You can answer this question in a number of ways, including using expert testimony and examples of other projects that work.
- Why are you/your organization the best one to do what you propose to do? Is it an extension of successful, innovative work you already completed?
- If the project is proposed to continue after the implementation phase, describe how the project will be managed in the future.

### 4. Dissemination

- How will you share the results of your work with others?
- Describe your communication strategy.
- Do you have partners to help?

### 5. Budget and Continuation Funding

- Show your budget in table form and use a budget narrative to explain each item.
- Clearly state the amount of funding you are requesting and how the money will be used.
- Include other sources of funding. Do you have matching funds from another source?
- Indicate how the project will be continued after the grant funds have run out.