

WRITING A FUNDING PROPOSAL SAMPLE

an example of a funding proposal to guide you. You will find advice on what you need to know about donors, and what you need to know about your own project.

This is the most important part of your grant proposal as it is essentially the activity that you are asking your reader to fund. What will occur as a result of your project? Your executive summary should be 4 to 6 paragraphs long and contain some specific details on your plans, structure, and budget. Be sure to reference your statement of need as you explain your goals and objectives to ensure continuity and relevance between these two sections. Start with a general overview and drill down to specific measurables. Include photos or infographics. Goals and Objectives PandaTip: Now is the time to let the reader know what you believe the outcome will be if they provide you the money that you are requesting in your grant proposal. The assistance may include contributions of time, money, labor, space, supplies, materials, and other necessities. Now you need to focus on the solution or desired outcome of your proposed activity. Focus on offering a full explanation, not on keeping it brief. Measure and Record the Result of Your Work State what measurements you hope to achieve and when you hope to achieve them. For example, stakeholders in a river clean-up project include citizens in your community affected by the pollution, the party or parties responsible for the problem, anyone that will be involved in the clean up, businesses, government, and other entities that will help pay for the clean up, and government agencies that regulate pollution and water quality. It helps the grantor to understand at a glance what you are asking. What problem or issue in your community can be improved or changed with the grant money and a good effort? Since most of these templates are available on the web for free, you can easily download and use them to save a lot of money and effort. Use the style and format that the funder prefers. Keep it abstract, though. Executive Summary PandaTip: Now that your reader has a general idea of what it is you are looking to get funded, you can expound a bit. Otherwise, your project looks like a very poor investment. You may never get percent agreement, but you want to prevent overwhelming opposition. Your goal is to end up with a well-conceived proposal that lays out a strategy to address the problem, as well the funding to pay for it. Be prepared for disagreement among the stakeholders—remember that your goal is to try and achieve a consensus of opinion. More than one meeting may be necessary to arrive at a consensus that satisfies most of the stakeholders. Look for funding sources that typically fund similar projects. If a visit isn't possible, contact those involved in similar projects by phone, email, or letter. An unclear or vague problem is not. Further, when you identify potential funding sponsors, you should research not only the sponsor company, but also those people who make the decisions within the sponsor company. If you are going to reduce pollutants in a river, to what level will they be reduced? Certain tips that will help you write an effective grant through the use of grant writing templates are: Needs of funds must be clearly stated. Measuring Success in Outputs and Outcomes Be careful not to confuse these terms. You can make this objective measurable and observable by stating it this way: "Pollutants in the river will decrease by ppm. Was this page useful? The RFP may specify evaluation criteria and allocate a certain number of points to specific sections or components. The biggest challenge of a cover letter is keeping it very brief. That is how reviewers will likely go through it, at least initially. The typical content of a funding proposal might look something like this: Project Outline. Ask any questions you have about the grant announcement and clarify anything you don't understand. One needs to be focused and clear when writing a grant proposal.