**Grant Proposal**

|  |
| --- |
| **Date:** DD/MM/YYYY**Prepared by:** [Name of applicant and relevant partners]**Prepared for:** [Name of funding body or bodies] |

**Project Title.**

**About the Project**

Include a few sentences here that explain a bit more about the project you are seeking funding for. Make sure to keep it brief (3-4 sentences max.).

**About the Applicant(s): [Applicant Name(s)]**

To give context, share a bit more information here about the organization that is applying for the grant. This could include a mission statement, an overview of services, and the organization’s history.

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**The Problem**

Use this section to explain the specific problem that your organization or charity is trying to solve with this project.

* **The Underlying Issues**

This is an optional section to include if there are any underlying issues that contribute to the overall problem.

**The Solution**

Use this section to explain how your project is going to solve the problem. Make sure to include insight into your approach, a step-by-step plan for how your solution would work, and how you plan to follow-up after the project is complete.

* **The Approach**
* **The Plan**
* **Follow-up**

**Outcome and Impact**

Use this section to identify the specific outcomes that you hope to achieve with your project. How many people will directly benefit? What will be built or created? What will be the lasting impact of this project on your community?

* **Outcome 1**
* **Outcome 2**
* **Outcome 3**

**Budget**

* **Anticipated Income**

What is your anticipated funding sources for this project? Are there other grant programs or individual funders involved? Do you plan to do a fundraising campaign? You can outline this information in a simple table.

* **Estimated Expenses**

What are the estimated expenses for this project? Will any of the supplies or labor required be donated? You can outline this information in a simple table.

**Timeline**

Use this section to outline your tasks in an estimated timeline. You should also make sure to include who is responsible for each task.

|  |  |  |
| --- | --- | --- |
| **Duration** | **Task**  | **Task Lead** |
| X# Days / Weeks / Months | Task description | [Organisation Name] / [Contact Person] / [Job Role] |
| X# Days / Weeks / Months | Task description | [Organisation Name] / [Contact Person] / [Job Role] |
| X# Days / Weeks / Months | Task description | [Organisation Name] / [Contact Person] / [Job Role] |

**Estimated total time:** X# Weeks/Months

**Contact Information**

Include any additional information here as a closing for your proposal. You can also use this section as an opportunity to thank the funding body for considering your application.

[Contact Name], Role

Email: Name@organization.com

Phone: (###) ### ####