



Alexis R. Ferri  
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## MASTER GRANT PROPOSAL TEMPLATE

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Prepare your organization's boilerplate material by completing the following sections. When complete, you will have enough information to get you started when applying for your next grant.

Remember to work in key terms used in the grant opportunity and emphasize the funder's giving priorities in your proposal. While each grant will follow a similar request for information, every grant ultimately asks different questions based on the funder.

### ORGANIZATION HISTORY

How did your organization come to exist? What compelled the founder(s) to found it?

### MISSION AND VISION

What is your organization's mission statement? This is what your organization does. Similarly, what is your vision statement? This is your vision you will accomplish in the future because of your current work.



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### NEEDS ASSESSMENT

This is the *why* behind your work. Why are your services needed? Include present data, facts, statistics, etc. Talk about your target audience and their circumstances. Why do they need you?



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### PROJECT/PROGRAM NARRATIVE

Describe the program or project for which you are pursuing funding. Include a strong name for the program/project and go through each step that your organization takes to implement it. Be sure to include:

- Objectives: What specific goals are you trying to achieve?
- Activities: What actions will you take to reach those goals?
- Timeline: What is the schedule for rollout and execution?



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**IMPACT**

Describe the impact of your program or project. Include specific numbers and demographics. How has your community been changed for the better because of your services?

**EVALUATION**

How does your organization evaluate your program/project's success? Include qualitative or quantitative data collection tactics (or both).



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### **SUSTAINABILITY PLAN**

How does your organization plan to sustain the program/project over the years? What kind of strategic plan does your organization have overall for continued revenue/donations?

### **LEADERSHIP**

Who will implement your project/program, and what are their qualifications? Include relevant board oversight and volunteer support as well as staff, if any.



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### **CURRENT REVENUE STREAMS**

What support does your program/project have presently? Where does your organization's revenue currently come from? (Individual donors vs. corporate sponsorships vs. foundation grants, etc.)

### **BUDGET AND BUDGET NARRATIVE**

In a perfect world, what would your program/project budget be? What do you need to be successful? Write out each line item along with a brief explanation as to why you need it (you can make it pretty in Excel later).