Grant and Research Proposal
Grant and research proposals are written to nonprofit organizations for the purpose of receiving approval and funding for projects that will solve a problem or provide a need. Before writing a grant proposal, do the research to familiarize yourself with any of the specifics that you may be required to follow.

General Outline:

*Cover Letter:* Follow a business letter format

- Length—one page long
- Identifies you and your affiliation
- Summary of the program and its objectives
- Any pilot studies or significant contributions leading up to this particular program
- Funding request—this provides the amount and what you are going to use the money for
- Provide contact information: emails, addresses, and phone numbers of contact person
- End in goodwill

*Title Page:* Provides information and dates that the grant was submitted

- Grant title
- The foundation providing the grant
- Date
- Name, Title, and Address of your participants and you

*Introduction and Summary*

- Your proposal at a glance
- The problem to be solved—the need
- Expected outcomes
- Answering the question: What will you achieve?
- If this is a research proposal add a methods paragraph

*Literature Review*

- Provides your audience with your knowledge on the topic or in the field
- Provide your references following the specified style: MLA, APA, Chicago, or CSE
  1. Use current research
  2. Articles, books, interviews, broadcasts, and any other resource that will assist you in providing proof of a need or the solution for the problem
  3. Annotating the research provides a more detailed source for your audience

*Project Narrative*

- Describe the scope of the problem and your work
- Expected outcomes and or benefits to community, schools, etc. (be specific)
- Lists of tasks
- Schedule
- Proposed costs
- Detailed problem statement
Project Description

- Details of any research (methodology)
- Any and all supplies needed to carry out the project

Project Outcomes

- Describe the exact outcomes
- What results the funding organization can expect based on funding, time, and labor
- Most outcomes are expressed as objectives

Budget

- Include a budget narrative
  1. Costs for personnel
  2. Equipment
  3. Building space or renovations
  4. Any other grant related costs. You must be clear and explicit: phones, gas, building, employees, license…

Schedule

- List the task in terms of start date and finish date
- Provide a schedule that will indicate progress report dates

Conclusion

- Brief section that restates the benefits
- Restate the reason they should approve your proposal
- Show gratitude for allowing you a chance to submit
- Remind the audience of the valid time frame
- You will provide further information if needed