

HOW DO I PREPARE A GRANT PROPOSAL?

Contact the Grants Leadership & Development Office

GL&D can help you translate an idea into a fundable proposal. Our services include:

Align Project with College Strategic Priorities	Research and Analyze Data
Facilitate Planning Sessions	Interpret Agency Guidelines / Regulations
Facilitate / Write / Edit Grant Proposals	Assist in Creating Project Budgets
Manage Internal Approval Process	Submit Proposal to Funding Agency

Key Elements of a Proposal

Titles and order may be different and other elements may be required depending on the funding source

<p>Evidence-Supported Description of the Need or Problem to be Addressed</p>	<p>Goals, Objectives and Activities What will be accomplished? How will you measure your accomplishments? What steps need to be undertaken?</p>
<p>Timeline Who will do what, when?</p>	<p>Outcomes and Evaluation How will you document your success in meeting the objectives?</p>
<p>Budget and Budget Narrative What do you need money for? Why is it needed for this project/initiative?</p>	<p>Sustainability What will happen to the project/initiative after grant funding?</p>
<p>Project Management Who will be responsible for what? What qualifications and experience are needed?</p>	<p>Abstract A half-to one page summary of the project/initiative</p>