

**Build your Grant Proposal Template**

* Executive Summary: Telling them what you’re going to tell them in one page or less.
  + Statement of need: 1-2 sentences
  + Project description: what and how; 1-2 paragraphs
  + A paragraph on your library and why you are qualified to do this work
  + 1-2 sentences on your funding request
    - This summary can also be used as a Letter of Inquiry (LOI) if the grant maker is asking for that.
    - The summary and your budget are the first two things the grant maker will review.
* Statement of Need
  + Be specific! Don’t assume that the grant maker understands what the problem is. Describe the problem and include data to support your description.
    - * Use statistics to help explain the problem
      * What impact will your project have against this problem?
* Project Description
  + What are you trying to achieve?
    - Logic model: inputs, outputs, outcomes, and impact
    - SMART goals: Specific, Measurable, Achievable, Realistic, Time-bound
  + What is your strategy for making it happen?
    - Think of your proposal as an organizing plan.
    - Who is going to do the work? How many hours per week will they be able to work on this project? For how long? What resources (inputs) will you need in order to do this work? Who are your partners?
  + How will you know if you are successful?
    - Identify key indicators of success.
    - Outline data collection and analysis activities (could be qualitative or quantitative or both) - what will help you evaluate whether your program was effective?
    - Develop a timeline to monitor the success of the program
  + How will the project sustain itself after the grant period?
* Organization Information: Why is the library (or partner) qualified to do this work?
* Conclusion (telling them what you told them)
* Budget – create a spreadsheet with line items for every expense category.
* Supporting Materials (501(c)3 letters, financial statements, project manager resume, etc.) - do not send anything that was not requested.

Executive Summary – One-page summary of the following sections.

Statement of Need

Our project seeks to address the problem of/need for [*x*] in our community. Statistics/survey data from [*x*] demonstrates that this is impacting our community, resulting in [*explain the problem in detail]*.

Project Description: What and How

To help address this problem/need, the library wants to [*describe activities to be funded by the grant in detail*]. Our goal is to [a*ccomplish x*] by doing [*activities xyz*] between [*specific timeframe*].

Our plan to carry out a successful project involves [i*dentify roles of staff positions and organization partners*].

We will identify success for this project as... [*describe what success will look like for this project*]

We will measure success by... [e*xplain how you will know whether you’ve met your definition of success. Will you need to survey participants? Count program attendees or circulation statistics? Etc.*]

After the duration of the grant award, we plan to sustain the momentum of our project by... [*explain what will happen after the grant funding runs out*].

Qualifications

Our library is uniquely positioned to address this need because...[*describe previous accomplishments in this area by the library and/or grant partners; or other reasons why the library is the best candidate to take on this project*].

Funding Request

Our library is requesting $\_\_\_\_\_ to help carry out this work. This funding will help us to...[*explain what you will do with the funding and what other funding sources and/or in-kind match will support this project*].

Conclusion: This project will address the important need of [*x*] by doing [*xyz*]. As a result, our community will see these positive impacts: [*xyz*]. Thank you for your consideration.