

**Grant Proposal Exercise**

Grant search keywords

Executive Summary

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.