

Standard Grant Proposals Overview Document
IAAQLI Technical Assistance Workshop

Introduction of Grant Proposal Guidelines

October 17, 2016

Cover Sheet/Title Page: Many institutions require a cover page. The cover page is the first page of your grant proposal. Usually, on the cover page, you are required to include the project title, the name of the organization submitting the grant proposal, the date of submission, the amount of money being requested, name and contact information of the individual submitting the grant proposal.

Abstract or Summary: Including a summary (500 words or less) of your grant proposal is not unusual. However, you should be very brief and provide a broad overview of the proposal. Do not include specific data or statistics in the abstract or summary, as this section will serve as a preview of the details outlined in the grant proposal.

You may consider completing this section after you have written your entire proposal. For example, you may want to include information regarding what result you are seeking to achieve from receiving grant support. For example, state what the grant will allow you to do, what partnerships you have secured to go with current and future financial support, how important grant funding will be to help your organization achieve its stated goals, and what outcomes you are seeking to accomplish as a result of receiving grant dollars.

Introduction and General Overview: In this section, you can use what you have learned from **Results Based Accountability** to draft a brief overview of the proposed project.

Desired Community-Wide Results: Define the result that you are seeking to address. Remember, a result speaks to a large population. Stating the result upfront sets the macro-level context of why you believe this is an important community issue to focus your attention, time, efforts, and resources to improve outcomes at the program participant level, which you will explain in more detail later the proposal.

Describe the Current Conditions Using Indicators: In this section, you need to talk generally about the issue or result that drives your focus in this grant proposal. Remember, use key indicators (or data that describes the current macro-level issues) to help describe the current condition and trends in the area of focus. Indicators give the reader context and help us understand the current environmental (or larger population) issues that relate to the result you are seeking to address at your school level.

Clearly State the Target Population: Be sure to define the target population and use information that relates explicitly to that target population. It would be helpful to site-specific data sources and research that helps make a compelling case for support.

Know the Evidenced-Based Practices that Work: In this section, briefly discuss the known evidence that specific strategies that you believe will work and why? Next, indicate what you know about practical efforts (strategies that work) that have improved the result or condition of a similar target population you seek to improve at the school level. Be sure to cite sources of your evidence and/or research. Finally, explain what you know about evidenced-based and practical efforts that are known to “turn the curve” of the key indicators you identified earlier (if possible) in a positive or desired direction. Essentially, explain what you know that works to bring about a positive change in your target population.

Local Needs Assessment: You discussed Big P, or population-related information and indicators, in the previous section. We have also discussed strategies known to improve specific indicators you discussed earlier. However, this section will discuss "small p" and the specific needs of your particular residents or program participants. Discuss your local target population data and information related more closely to your program participants and local environment. Clearly defining the need of your neighborhood, area, and local community, identify the target demographic or population as it relates to the overall result you seek to improve through your organization's efforts.

Goals and Objectives: In this section, be brief and outline your primary program goals and objectives. Remember, goals are general statements, and objectives are specific goals that indicate what will be done and by when. Again, you can refer to your logic model to answer these questions.

Activities: In this section, use your Program Logic Model template to describe the activities, outputs, and outcomes that will help achieve the overall goals of the proposed program/project. The impact that you seek to achieve, in terms of the logic model, should directly align with the result discussed in previous sections; you can list the overall impact of these activities as a summary for this section, tying all of your previous sections together, or connecting Big P with small p.

Budget: Use your logic model resources section to provide a budget and narrative aligned with your program's or organization's specific activities and outputs for this section.

Evaluation: Indicate how you plan on measuring the success of the proposed program/project. Use your program logic model to evaluate the effectiveness of program implementation (outputs), leading indicators of success (short-term outcomes), and overall impact (long-term outcomes.)

By answering all the questions outlined in this proposal guidelines document, you will draft a compelling case for support. Be succinct when writing your proposal, get straight to the point, be clear, and ensure that all parts align and are consistent throughout your proposal.