

## **GRANT PROPOSAL PLANNING GUIDE**

1. Name of Project
2. Who will do the work? Project Director, Others?
3. Where will it be done?
4. How long will it take?
5. Why do it? (What is the problem or opportunity?)
6. What specifically do you hope to accomplish? (Goals or Objectives)
7. What other community partners might have an interest in helping to solve this problem?
8. What is in it for each of the organizations at the table?
9. How will you accomplish it? (Methods and Procedures)
10. Why are you (and/or your group) qualified to do it?
11. Are others doing similar work? How is your approach unique?
12. How will you evaluate the results?
13. How much will it cost? (Estimated Budget)  
For Salaries: \$ \_\_\_\_\_ For Supplies: \$ \_\_\_\_\_  
For Travel/Transportation: \$ \_\_\_\_\_  
For Equipment: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_

14. Do you have a funder in mind? If so, who?
15. What led you to choose them? Have they funded similar projects?
16. In reviewing the kinds of projects the funder has supported, how does yours compare?
17. What will your institution's commitment be to the project? (actual dollars and/or in-kind support)
18. How will the work be sustained after the project period and funding ends?