FREE TEMPLATE

Grant Executive Summary Template (Free PDF)

A one-page, six-part formula for a grant executive summary, with fill-in fields, a fictional annotated example and a final check.

Angel Reyes, DrPH(c), MPH, MCHES, PMP, PMI-ACP | grantwritingconsultant.com | Updated November 18, 2026

> An executive summary is the whole proposal on one page or less. It is often the first thing a reviewer reads and sometimes the only part a decision maker reads. This template gives you a six-part formula to fill in. If your funder sets its own headings, questions or length for the summary or abstract, follow theirs first.

Proposal details

Proposal title:

Funder and program:

Length limit for the summary, copied from the funder's instructions:

Deadline:

The one-page formula

Six parts, in this order, with one to three sentences each.

Part	The question it answers	Aim for
1. Who	Who is applying, and why are you credible for this work?	1 to 2 sentences
2. Need	What problem, for whom, where, and how do you know?	2 to 3 sentences
3. What	What will you do, with whom and over what period?	2 to 3 sentences
4. Results	What will be different, by how much, and how will you measure it?	2 to 3 sentences
5. Amount	How much are you requesting, for what period, toward what total cost?	1 to 2 sentences
6. Fit	Why does this project match this funder's stated priorities?	1 to 2 sentences

Fill in the six parts

Write the summary last, after the full proposal is finished. Every fact here must also appear in the proposal, with the same numbers.

1. **Who. Organization name, what it does and one fact that shows it can deliver:**

2.

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

Need. The problem, the people affected, the place and one sourced figure with its year:

3. **What. The main activities, the number of people reached and the time period:**

4. **Results. The one or two most important measurable outcomes and how they will be measured:**

5. **Amount. The amount requested, the grant period, the total project cost and other funding:**

6. **Fit. The funder priority this project answers, in the funder's own words:**

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

Annotated example

This example is fictional. The Example Valley Youth Center, the place and every figure are invented to show how the six parts read together.

Part	Example text	Why it works
Who	The Example Valley Youth Center has run free after-school programs for middle school students in Example Valley since 2012 and served 180 students last year.	Names the applicant and gives two facts in place of adjectives
Need	In Example Valley, 41 percent of eighth graders did not meet the state math standard in 2025, according to the fictional Example County School Report. The town has no free tutoring for these students.	States who is affected, where and how the writer knows, with a source and a year
What	Over 12 months, we will provide small-group math tutoring to 90 students in grades 6 to 8, three afternoons a week, led by two part-time certified teachers.	Gives the activity, the number, the frequency, the staff and the period
Results	At least 70 percent of students who attend for two terms will improve by one level or more on the school district's math assessment, compared with their score at enrollment.	One measurable outcome with a baseline and a named measure
Amount	We request $45,000 toward a total project cost of $62,000. The remaining $17,000 is committed from individual donors.	States the request, the full cost and where the rest comes from
Fit	This project responds directly to the foundation's stated priority of "improving academic outcomes for middle school students in rural communities."	Quotes the priority so the reviewer does not have to look for the connection

Read together, the six cells in the middle column form a complete summary of about 150 words.

Your finished summary

Join your six parts into one or two paragraphs. Remove the labels unless the funder asks for headings.

Finished summary:

Word count:

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

Executive summary check

- [ ] It is within the funder's length limit
- [ ] It makes sense to someone who reads nothing else
- [ ] The amount, numbers served and dates match the narrative and the budget exactly
- [ ] The need has at least one figure with a source and a year
- [ ] At least one result is measurable
- [ ] The funder's priority is named in the funder's own words
- [ ] There are no undefined abbreviations, internal program names or jargon
- [ ] It contains nothing that is not also in the full proposal
- [ ] Someone outside the project has read it and can say what you are asking for

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.