FREE TEMPLATE

Free Grant Proposal Template (Fillable PDF)

A section-by-section grant proposal template with a writing prompt for every part, a budget summary table and a final check before you submit.

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> Use this template to draft a proposal when the funder gives no form of its own, or to organize your thinking before you fill in theirs. If the funder provides a format, their headings, order and limits always come first.

Cover information

Project title:

Applicant organization:

Contact person and role:

Funder and program:

Amount requested:

Project period (start and end dates):

1. Summary

Write this last. In one short paragraph: who you are, the need, what you will do, the results you expect and the amount requested.

Summary:

2. Statement of need

What problem will this project address, who is affected, and how do you know? Use local data with its source and year. Describe the need in the community, not your organization's need for funds.

The problem and who is affected:

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Evidence, with source and year for each figure:

What exists now, and the gap:

3. Goals and objectives

State one or two broad goals, then the measurable objectives under each.

Goal:

#	Objective (who, what change, by how much, by when)	Measured by
1		
2		
3		

4. Methods and activities

What will you do, for whom, where, how often and for how long? Explain why this approach fits the need.

Activities:

Activity	Who is responsible	Start	End

5. Evaluation

How will you know the project worked? Name what you will measure, the tool, who collects the data and when.

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Evaluation plan:

6. Organizational capacity

Why is your organization able to deliver this? Give specific facts: relevant past work and results, the roles and qualifications of the people involved, and how you manage funds.

Capacity:

Partners and what each has agreed to do:

7. Budget summary

Enter totals by category. Attach a detailed budget and a justification for each line.

Category	Amount requested	Other funding	Total
Personnel			
Fringe benefits			
Supplies			
Travel			
Contractual			
Other direct costs			
Indirect costs			
Total			

8. Sustainability

How will the work continue after this grant ends?

Sustainability:

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Before you submit

- [ ] Every section the funder requires is included, in their order
- [ ] Page, word and character limits are met
- [ ] Every number in the narrative matches the budget
- [ ] Each statistic has a source and year
- [ ] Objectives are measurable and have dates
- [ ] Required attachments are ready
- [ ] Someone outside the project has read it

> **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.

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