FREE TEMPLATE

Statement of Need Template for Grants (Free PDF)

A fillable statement of need worksheet: an evidence log, a four-part structure with a prompt for each part, and a fictional before and after example.

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> A statement of need explains the problem your project addresses, who is affected and how you know. It is about a need in the community. It is not about your organization's need for money.

Evidence log

Gather your evidence before you write. Give each fact its own row, with where it comes from and what it covers. Only include figures you have looked up and read yourself.

Fact or figure	Source	Year	Geography and population it covers

What people affected by the problem have told you, and how you heard it:

The statement in four parts

Part 1. The problem and who is affected

Name the problem in one or two sentences. Say who experiences it and how many, using a figure from your log.

Part 1:

Part 2. The local picture

Describe the place and the people, including strengths the community already has. Put local data ahead of national data.

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Part 2:

Part 3. The gap

What exists now, and what is missing? A waiting list, an unserved area or a group that current services do not reach.

Part 3:

Part 4. Why it matters to this funder

Connect the need to the funder's stated priorities, in their words.

Part 4:

Before and after

This example is fictional. It shows the difference between a general claim and a documented need.

Before	After
Many seniors in our community struggle with isolation, which is a growing problem nationwide. Our organization needs funding to help.	In our county, 1 in 4 adults over 70 lives alone (county health survey, 2026). At three community listening sessions this spring, older residents named transportation as the main reason they stay home. The nearest senior center is open two days a week and has no van.

What changed: a local figure with a source and year, the community's own account of the barrier, a specific gap in what exists, and no mention of the organization's finances.

Check your statement

- [ ] Every figure has a source and year, and I have read the source
- [ ] Local data comes before national data
- [ ] The need is about the community, not our budget
- [ ] People are described with respect, including their strengths
- [ ] The gap between what exists and what is needed is clear
- [ ] It does not claim that one thing causes another unless the evidence says so
- [ ] It connects to this funder's stated priorities
- [ ] It leads naturally to what the project will do

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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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