FREE TEMPLATE

Sustainability Plan Template for Grants (Free PDF)

A fillable sustainability plan covering what will continue after the grant, what it costs, where the money will come from, non-financial support and risks.

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

> A sustainability plan tells a funder what will continue after the grant ends and how it will be paid for and supported. Reviewers look for specifics: named sources, amounts, years and an honest statement of what is secured and what is not. If your funder asks its own sustainability questions or sets a length limit, answer those first and use this template to gather the content.

Project details

Project title:

Organization:

Funder:

Grant period (start and end dates):

Date the grant funding ends:

What will continue

Not everything has to continue. Start-up costs end, and some activities are meant to finish. Be clear about which parts carry on.

Activities that will continue after the grant, and at what scale:

Activities that will end with the grant, and why that is acceptable:

Results or assets that will remain without further cost (trained staff, a curriculum, equipment, a policy):

What it will cost to continue

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.

Estimate the yearly cost of the continuing activities only. This is usually lower than the grant-period budget.

Continuing cost	Year 1 after the grant	Year 2 after the grant	How it was estimated
Staff			
Space and operations			
Supplies and materials			
Evaluation and reporting			
Other			
Total to sustain			

Funding sources

List each source on its own row. Use one of three status words and be honest about which applies.

Status	Meaning
Secured	Committed in writing or already received
Pending	Requested and awaiting a decision
Planned	Identified but not yet requested

Source	Status (secured, pending or planned)	Amount	Year
Total identified			

Gap between the total to sustain and the total secured, and how you will close it:

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.

Non-financial sustainability

Money is only part of what keeps a program going. Describe what else will hold it in place.

Partners. Who will keep contributing space, referrals, staff time or services, and what each has agreed to:

Staff. How skills and knowledge will stay in the organization (cross-training, written procedures, moving a role into th

Policy and systems. Any practice, policy or procedure the project will make permanent, in your organization or a partn

Community ownership. How the people served help lead, advise or run the work, and how that will continue:

Risks

Name the real risks. A plan that admits none is less convincing than one that shows how you would respond.

Risk	How likely	What you will do if it happens	Who is responsible

If full funding is not found, the smallest version of the program you would keep running:

Worked example

This example is fictional. The Example Community Garden Project, its partners and every figure are invented to show the level of detail to aim for.

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.

What will continue: weekly garden workshops for 40 households and the produce-sharing table. The one-time cost of building raised beds ends with the grant. Total to sustain: $28,000 a year.

Source	Status (secured, pending or planned)	Amount	Year
Example City parks department, staff time for site upkeep	Secured, in a signed agreement	$8,000 in kind	Year 1 and year 2
Individual donors, annual appeal	Secured for year 1 from pledges received	$6,000	Year 1
Example Family Foundation, renewal request	Pending, decision expected before the grant ends	$10,000	Year 1
Plant sale and workshop fees on a sliding scale	Planned, to begin in the final grant year	$4,000	Year 1
Total identified	$14,000 secured, $10,000 pending, $4,000 planned	$28,000	Year 1

Non-financial: six resident volunteers have been trained to lead workshops, and a residents' committee sets the planting calendar. Main risk: the pending renewal is declined. Response: reduce workshops from weekly to twice a month, which lowers the yearly cost to about $19,000.

Sustainability plan check

- [ ] The plan states what continues and what ends
- [ ] The continuing cost is estimated by year
- [ ] Every funding source has a status, an amount and a year
- [ ] Nothing is called secured unless it is committed in writing or received
- [ ] The gap between cost and secured funding is stated, with a plan to close it
- [ ] The plan does not rely on a single source or on this funder renewing
- [ ] Partner commitments match their letters of support
- [ ] At least one non-financial element is described with specifics
- [ ] Risks are named, each with a response
- [ ] The figures match the proposal budget and narrative

> **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.