

Grant Writing

Outline for a Letter of Intent

Paragraph 1 – Asking for how much and for what

Paragraph 2 – Mission, target group

Paragraph 3 – Results/ impact/

Paragraph 4- Why fund? How fits priorities of the Foundation

Paragraph 5 – Close

Grant Proposal Outline

1. Summary (Executive Summary)
2. Mission and History (Background)
3. Description of Need or Issue
4. Results to Be Achieved
5. Description of Programs/Services
6. Organizational Management
7. Budget (Program and Organization)
8. Appendix

Note

1. Follow outline provided – exactly for scoring
2. Government – follow RFP exactly and review points scoring system for reader