



# Grant Proposal Worksheet

## Proposal Summary

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**Name of Library:** Name of library/organization

**Project Title:** Grant Project Title

**Project Description:** Insert one-sentence project description.

**Amount Requested:** \$\$

**Total Project Budget:** \$\$ (requested + other sources)

**Project Time Period:** (June 1, 20XX-May 31, 20XX)

## Grant Abstract

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In 600 or fewer words, condense the major points of each of the grant proposal components. Write this section last. Include:

- a concise needs statement that includes the primary audiences
- a few sentences from the project description detailing what the project entails and how it fulfills the needs
- project goals, objectives, and outcomes
- a brief overview of the evaluation methods to be used
- partnerships
- how the funder's mission aligns with your grant project
- total amount of funding request

## Statement of Needs

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Establish the existence and importance of the issue. This is a critical part of your proposal. A compelling needs statement will motivate the funder. Why should the funder fund this project, why now, and how will it benefit the community served by the library? The need should focus on the people your library serves, not just the library. Support the need with evidence (research from statistics, experts, or census data; or information from the library's long-range plan, such as the community analysis or needs assessments). You may even include anecdotes, such as a personal story of someone who would benefit or input from focus groups. Next, prove how the library can respond to the identified need. Link the fulfillment of the need to the library's and the funder's missions. Answering the following questions may be helpful:

- Why this issue and why now?
- Why this primary population?
- Why your library?
- Why this funder?

## Project Description

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This section includes an overview of your project. It is a more in-depth narrative than that given in the Grant Abstract section above. In the previous section, you discussed the needs; now you will focus on the solutions. Briefly summarize the project and how it will be of benefit to the primary population. Include the project goals, objectives, outcomes, and project partners. You may also include information on how the project will be sustained after the initial funding. Note that the goals and objectives will be used later in the Evaluation Process section as well. Include:

- project significance (including the needs statement)
- project goals (to be included in the Evaluation Process section as well)

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- project objectives (to be included in the Evaluation Process section as well)
- project outcomes (to be included in the Evaluation Process section as well)
- project partners
- plans for sustainability and leveraging impact

## Approach/Methodology

This section describes how and when the project will be implemented. Include:

- major milestones needed to reach the goals and objectives
- strategies and methods to be used and why they are the most effective solution to the need
- project action steps, including the planning, implementation, and evaluation work necessary
- names of project partners and collaborators
- a detailed timeline showing what actions will be accomplished by when and by whom
- mention of how the donor will be recognized

## Timeline

Action Step	Person Responsible	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

## Budget

ITEM	DESCRIPTION	TOTAL COST
Personnel (Salary)		\$
Personnel (Benefits)		\$
Marketing		\$
Equipment		\$
Technology		\$
Supplies		\$
<b>TOTAL PROJECT BUDGET</b>		<b>\$</b>

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## Evaluation Process

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Provide a brief description of the evaluation plan for judging the success of the project. How will you measure success? The goals, objectives, and outcomes should match the earlier Project Description.

GOAL	OBJECTIVE	OUTCOME	EVALUATION METHOD