

Grant Proposal Template: Ohio Common Grant Application

This is a grant proposal template, commonly used by various grant making organizations. However, this is not always true for every application. Even if the application you are seeking does not follow this template exactly, it is also a good outline to organize your thoughts when writing a proposal.

- I. **Executive Summary or Abstract:** 1 page or less
 - a. Write this LAST.
 - b. Provides an overview of proposal.
 - c. Follow funder's guidelines if provided
 - d. Refer to the 10/60 rule.
 - e. Refer to other sections of the proposal.
- II. **Organization Background:** 2 pages
 - a. Brief summary of organization's history and statement of organization's mission.
 - b. Brief description of current programs/project and activities.
 - c. Evidence of organization's overall effectiveness (please list achievement of specific organizational or program goals).
 - i. Research—data, statistics
 - ii. Use testimonials.
 - d. Description of population and geographic region (community/counties) served by this organization.
- III. **Statement of Need or Community Benefit:** No more than 4 pages, including this and next 3 sections)
 - a. What is the problem, challenge or need that is unaddressed or unmet? Or what is the community benefit that this program or project will impact?
 - b. What is the research, statistics, or evidence that shows this need or benefit exists?
- IV. **Program/Project Description & Methodology**
 - a. Description of project/program including:
 - i. Summary description of overall program/project to be funded under this grant.
 - ii. Brief description of goals and objectives for program/project.
 - iii. Evidence of use of best practices. If the initiative is a pilot project and has not been done before, please list assumptions on why new approach will succeed.