Key Elements of A Standard Grant Proposal

1. Cover Letter

2. Table of Contents

3. Abstract/Executive Summary

4. Introduction
   - Overview of the Organization
   - History
   - Mission
   - Goals and Objectives
   - Project Summary

5. Problem Statement/Statement of Need

6. Project Description

7. Goals and Objectives of Project

8. Dissemination Plan

9. Evaluation Plan

10. Continuation Plan

11. Management Plan
    - Org Chart
    - Description
    - Systems Flow Chart

12. Project Time Line
    - Milestones
    - Gantt Chart

13. Key Personnel
    - Roles

14. Budget
    - 1 yr Operating
    - 3 yr/5yr Operating
    - Balance Sheet
    - Cash Flow Statement

15. Budget Justification

16. Appendices
    - Bibliography
    - Board of Directors/Trustees
    - Support Documents: Brochures, Strategic Plan, Business Plan, Financial Audit, etc.
    - Bio/Resume/CV of Key Personnel