

NONPROFIT MASTERMIND & GRANT WRITING

Free Deliverable Guide - Fillable Grant Proposal Outline

FREE ACTIONABLE RESOURCE

Grant Application Outline Template

A Fillable, Section-by-Section Blueprint for Structuring Winning Grant Proposals

How to Use This Template

This fillable outline breaks down standard grant applications into 7 essential components. Use the guiding prompts under each section to draft your response directly into the workspace boxes or copy them into your primary word processor.

Organization Strategy: Keep your responses concise, use bold headings that mirror the funder's RFP guidelines, and ensure all statistics are cited with reliable sources.

Section 1: Statement of Need (Problem Statement)

Goal: Convince the funder that a urgent problem exists in your community that requires immediate action.

Guiding Prompts:

- What specific community problem or gap in services does this project address?
- Who is the target population (demographics, location, income level, size)?
- What local/national data, statistics, or community assessments document this need?
- Why is this problem urgent right now? What happens if it remains unaddressed?

Your Workspace Draft:

[Click here to type or paste your Statement of Need draft...]

Section 2: Program Approach & Design

Goal: Describe your solution and detail the exact activities you will execute.

Guiding Prompts:

- What is your proposed program model or evidence-based intervention?
- What specific activities, workshops, or services will be delivered?
- What is the timeline and frequency of program delivery over the grant period?
- How will you recruit, retain, and support program participants?

Your Workspace Draft:

[Click here to type or paste your Program Approach draft...]

Section 3: Goals & SMART Objectives

Goal: Define clear, quantifiable results that your program will accomplish.

Guiding Prompts:

- What is the primary overarching goal of this initiative?
- Write 2 to 3 SMART Objectives (Specific, Measurable, Achievable, Relevant, Time-bound).
- Example: "By Month 6, enroll 100 at-risk youth in workforce training, with 85% completing the course."

Your Workspace Draft:

[Click here to type or paste your Goals & SMART Objectives draft...]

Section 4: Budget & Financial Justification

Goal: Justify all expenses requested and demonstrate cost efficiency.

Guiding Prompts:

- What is the total cost of the project and what portion is requested from this funder?
- How were major line items calculated (personnel, travel, supplies, contractual)?
- What committed matching funds or in-kind support will leverage this grant?

Your Workspace Draft:

[Click here to type or paste your Budget Narrative draft...]

Section 5: Evaluation & Performance Measurement

Goal: Show how you will measure and verify success.

Guiding Prompts:

- What data collection tools will be used (pre/post surveys, attendance logs, interviews)?
- Who is responsible for tracking metrics and evaluating program outcomes?
- How will evaluation findings be used to adjust and improve program delivery?

Your Workspace Draft:

[Click here to type or paste your Evaluation Plan draft...]

Section 6: Organizational Capacity & Key Personnel

Goal: Prove that your organization has the track record and talent to succeed.

Guiding Prompts:

- What is your organization's mission, history, and major achievements?
- Who are the key leadership and program staff qualifications leading this grant?

- Why is your organization uniquely positioned in the community to deliver this work?

Your Workspace Draft:

[Click here to type or paste your Org Capacity draft...]

Section 7: Sustainability Plan

Goal: Reassure the funder that the program will continue after grant funds end.

Guiding Prompts:

- How will this initiative be funded after the grant period expires?
- What fee-for-service, individual donor, event, or diverse grant sources will sustain it?
- How will community partnerships support long-term continuity?

Your Workspace Draft:

[Click here to type or paste your Sustainability Plan draft...]

Pro Tips for Keeping Proposals Organized

- **Mirror the RFP:** Use exact section titles and keywords from the funder's guidelines.
- **Use Callout Boxes & Bullet Points:** Break up wall-of-text paragraphs to make key statistics pop.

- **Enforce Page Limits strictly:** Set character/word limits for each section before drafting.

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