

Writing Proposals: Narrowing the Search



Basic Elements of a Proposal

1. Executive Summary
2. Problem Statement
3. Agency/Org Description
4. Proposed Program
5. Evaluation Plan
6. Budget



2. Problem Statement

- The purpose of the Problem Statement is to show why the proposed program is needed.
 - Demographics factors
 - Cultural Factors
 - Barriers to Access
 - Evidence from studies

Reading the Guidelines

- *Is this the right grant?*
 - consistent with your mission and goals
 - staff expertise and resources to implement the program
 - capacity to administer the funds
 - direct ties to and experience with the target population
 - community support for the proposed program
 - amount of money being offered worth the time and expense involved in applying for it



Before You Begin

- Read the funding guidelines and directions carefully
- *Make sure you have enough time to prepare the proposal*
- *Consider whether the grant is right for your organization*
- *Consider collaborating with other organizations*

