

Grant Proposal Worksheet

The goal of this worksheet is to answer the questions of “Who, what, why, where, when and how?” for your proposed project. Use this form to collect your thoughts and flesh out your proposed project before you seek and apply for funding. Answer each section as it pertains to your project idea.

Project Name:	
Project Timeline (Start and End Date):	
Project Need Explain why your project is necessary.	
Goals What do you hope to accomplish with this project?	
Objectives What are your specific measurables?	
Method How are you going to do this?	
Staffing Who will be doing this work?	

Partnerships/Collaboration Are you working with others outside of your organization on this project?	
Evaluation How will you find out if your project met your objectives?	
Budget What are anticipated revenues and expenses?	
Sustainability How will you fund this project in the future without grant support?	
Any other project details to Note?	