Small-Scale Grant Proposal Template

1. Project Title (Clear, concise, and specific)

2. Project duration

3. Grant category applying for:

4. Project Summary (Abstract)

Briefly describe the project, including the problem, target audience, goals, and the expected impact. (~150–250 words)

5. Need Statement

Explain the problem or opportunity the project addresses. Use statistics, testimonials, or past observations to justify the need. (~300 words)

6. Objectives

Define SMART objectives (Specific, Measurable, Achievable, Relevant, Time-bound).

7. Project Activities & Timeline

Detail key activities, responsible parties, and a general timeline (e.g., by month or quarter). (~300–500 words)

8. Target Audience

Describe who will benefit. (~100 words)

9. Project Team

List team members, roles.

10. Evaluation Plan

Explain how you will measure success (quantitative and/or qualitative indicators). (~150–250 words)

12. Sustainability

Briefly describe how the work will continue (or the impact maintained) after the grant ends. (~150 words)