Common Components to a Grant Proposal

It's important to develop a solid concept before you begin fundraising so that you know exactly what you are asking from funders and why. Developing a concept will help you think through your project, identify the right fundraising strategy and ensure effective impact. Below are some components to consider as you are developing your concept.

Brief History and Target Population
- Introduce your school and describe the demographics and the student population that will benefit. This will help set up your statement of need.
- *Demographics can be found on your AISD campus webpage.*

Statement of Need
- Should define the conditions you wish to change.
- Quickly summarizes the program and is backed by evidence that the change is needed.
- Includes description of why your sevice population needs the service.

Project Description
- Establish a compelling need for the project, state clear goals, activities and objectives.
- Describe activities that will be done in order to reach your goals
- Objectives are statements of outcomes that can be measured in support of the goals.
- Objectives are SMART (specific, measurable, allocable, reasonable, and time sensitive).

Evaluation
- An evaluation plan is needed to help determine the success of your project
- Make sure your activities and their impact can be clearly tracked and measured throughout your project (e.g pre and post surveys, change in test scores).

Budget
- Budget should be itemized in order to clearly outline projected program costs.
- Research and estimate costs of items in order to ensure a realistic budget.
- Budget is important to determine before moving forward, so that you know exactly what you are asking for.
- Each budget line item should be justified and support an activity or goal