

GRANT PROPOSAL OUTLINE TEMPLATE



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Spring Forward Into Excellence!

GRANT PROPOSAL OUTLINE

1. Cover Letter / Letter of Transmittal (1 page)

Date and funder contact information

Brief introduction of your organization and purpose of request

Specific funding amount requested

Signature of authorized representative

2. Executive Summary (1/2–1 page)

One-paragraph overview of the project/program

Problem/need statement

Proposed solution

Requested amount and total project budget

Expected outcomes/impact

3. Organization Description (1/2–1 page)

Mission, history, and legal status (501(c)(3) or pending)

Key programs/services

Organizational capacity (staff, board, partners)

Brief success highlights (e.g., past outcomes, previous grants)

4. Statement of Need / Problem (1–2 pages)

Clear description of the issue or gap

Data/statistics/evidence supporting the need

Who is affected and how

Why this need is urgent now

5. Project/Program Description (2–4 pages)

Goals and objectives (SMART: Specific, Measurable, Achievable, Relevant, Time-bound)

Detailed activities and timeline

Logic model summary (inputs → activities → outputs → outcomes)

Target population and selection criteria

Staff/volunteer roles and qualifications

6. Evaluation Plan (½–1 page)

How success will be measured (quantitative and qualitative indicators)

Data collection methods (surveys, pre/post tests, reports)

Who will conduct evaluation

How results will be used/report

7. Sustainability Plan (½ page)

How the project will continue after grant funding ends

Future funding sources (diversification strategy)

Organizational capacity to sustain

8. Budget & Budget Narrative (1–2 pages)

Line-item budget (Excel or table)

Personnel, fringe benefits

Travel, supplies, equipment

Contractual, indirect costs

Total project cost and requested amount

Narrative justification for each line item

9. Appendices / Attachments

IRS determination letter (or Form 1023 receipt)

Board list and resolution authorizing application

Most recent audited financials or 990

Letters of support/partnerships

Resumes of key staff

Logic model (if not in narrative)

Important Notes for Using this Template

Funders almost always require you to submit through their own specific proposal form, application portal, or guidelines. This outline is not a replacement for the funder's required format. Instead, it is a powerful guide and reusable framework.

When used correctly, this structure helps you:

- Organize your thoughts clearly and completely before starting any application
- Create strong, consistent content that can be “plug-and-play” copied/adapted into each funder's form
- Save significant time on future proposals (often cutting prep time in half or more)

By filling this out once for a program or project, you build a ready-to-adapt master document. When a new grant opportunity arises, you simply customize the language to match the funder's priorities and questions rather than starting from scratch every time. Setting up this template now is one of the smartest ways to make grant writing faster, less stressful, and more successful over the long term.

If you need more targeted support, we're happy to help. Reach out to us at info@timetospringforward.org.