

## GRANT PROPOSAL/CASE STATEMENT OUTLINE

**NOTE: Use this form to help assemble information for project grant proposals.**

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A **case statement** explains your group's mission, objectives, history of accomplishments, structure and budget. It also offers information about your project.

### **I. Introduction**

Our project is (Brief DESCRIPTION and Objectives):

This project relates to our organization's STRATEGIC PLAN in the following way:

This project RELATES to/Adds SYNERGY to our other programs as follows:

We have the following ACCOMPLISHMENTS and EXPERIENCE (why are we credible; why should they fund us to do this work?):

1) as an organization:

2) on this project:

Who could provide stories or evidence that this project makes sense? Give an example of a story - show what the work of the project actually results in (lead the potential funder on a real life example they can grasp):

We have PARTNERSHIPS with:

1) Role of Partners

## **II. Problem Statement/Needs Assessment**

What is the Problem being addressed – why will this work/make a difference?

Describe the Problem to be solved or the NEEDS to be met through this project:

Describe the OPPORTUNITY associated with the project: (why this? And why now?)

Says who? (Here, you want to get at who thinks there is a need besides us? Clients identified with our organization? Statistics? State, federal, other data? Community members?):

## **III. Objectives**

The BENEFITS/OUTCOMES to be achieved through this project are:

Measureable OBJECTIVES include (objectives are “outcomes” – described by words like to increase; to decrease, to reduce, etc):

#### **IV. Methods**

The ACTIVITIES (methods) we will conduct are (activities are the ways by which you will achieve your objectives – examples: Recruit new staff, prepare client recruitment materials, conduct first workshop, etc.):

#### **V. Evaluation**

We will evaluate our success by (how we will determine the degree to which our objectives are met and methods are followed):

#### **VI. Staffing**

The STRUCTURE of our staffing is as follows:

#### **VII. Budget**

The BUDGET for this project is:

1. Please indicate the general categories of expense:

2. The resources that we have secured to date are:

3. What are those resources specifically funding?

### **VIII. Future or Other Necessary Funding**

How will we fund this work into the future? (Describe the plan for continuation beyond the funding period and/or the availability of other resources necessary to implement the project):

### **IX. Timeline**

List the project timeline (chart form is good/or excel) – what are the major phases or completion points along the way?

We hope to begin this project WHEN?

The project will be COMPLETE how long after it is started?