

Alberta Land-use Knowledge Network



Preparing and Completing a Grant or Funding Proposal

This guide includes links to templates for a cover letter (MS Word), grant proposal (MS Word), timeline (MS Excel), and budget (MS Excel) to assist you in creating your Grant Proposal Application. Please review the requirements from your chosen funder and ensure you add any fields that may be missing from the templates. This can be easily done by adding in lines on the tables and using the style guide in MS Word to make sure the new sections appear in your table of contents.

Cover Letter

The cover letter should contain:

- a brief summary of your proposal
- an introduction to your organization
- a summary of any recent communications you have had with the funding organization
- the amount of funding that you are requesting
- the population your project or program will serve
- the need your project will address

We have created a **cover letter template** that you might like to follow. Just delete the LuKN header graphic and insert your own graphic. Complete each field with appropriate text then save it as a PDF. You can use the sign function in Adobe to add your signature, if you are submitting an electronic copy of your application. Otherwise, you can print it off and manually sign it to submit a physical copy of your document.

Title Page

Include the following information on your title page:

- the name of your organization
- the title of your project or program
- The name of the funding organization and the title of the grant for which you are applying
- the date on which you submitted the application
- contact information or applicant, including job title, organizational affiliation, address, phone number, and email address

Outline and Instructions

In addition to the cover letter template above, we have created a **template to put together your grant proposal**. Once again, replace the LuKN header graphic with your own organization's logo. Complete the document with the appropriate text, select the table of contents to update the line items and page numbers, then save your document accordingly.

Executive Summary

Your executive summary should include:

- a brief description of your project including the purpose, goals, and expected impact or outcomes, target population, proposed start date, and duration of the project/program
- an explanation of the need for your project or program
- the amount of funding that you are requesting
- an explanation on how the funding will be used

Introduction

The introduction provides a framework for the funders, helping them to understand where your proposal is heading. This section is the beginning of your proposal narrative. It gives the funder a proper background on you, the applicant. You should briefly address as much of the following as possible:

- a brief introduction of your organization
- a brief explanation of the reason for your grant request (i.e., the issue, problem, or need)
- the objectives to be achieved through this funding
- the kind of activities to be conducted to accomplish these objectives

Organization

This section is a more detailed description of **your organization**. Include the following details about:

- the history
- the structure
- office locations that will be carrying out the activities for which you are requesting funding
- major accomplishments of your organization
- relevant experience of organization members/employees that will be engaged in the project for which funding is requested (including an organization chart of the project management team would be efficient if the team is larger than 2-3 people)
- relevant partnerships and relationships that will contribute to the project
- prior grants from the source that will be receiving this grant proposal
- an explanation on why your organization is an appropriate grantee (note: this is not the same as the explanation as to why the project is relevant and deserving of funding, which is covered in the next section).

- If you have any external endorsements for your organization, include a summary here. If they are letters or emails, refer to them here and include them in an appendix to your grant proposal.

Background

This section is a description of **your project or program** for which you are requesting funding. It is the most important part of your proposal since all other sections revolve around your reason for requesting funding. It describes the circumstances or conditions that you want to change. Your concern should be external to your organization, not focused on your internal needs. You must have a baseline, which identifies the scope of the problem and your starting point in addressing it. Document everything that you can. Be specific and precise.

Include the following information in this section:

- an explanation of the problem that your project or program will address
- evidence that you have that the problem exists (include statistics, expert opinions, and any other data that supports your claim)
- depending upon the funder a literature review may be required, ensure you check the requirements from the funding organization
- references to media and government publications that
 - identifies the issue as a priority
 - recognizes and/or supports your proposed solution
- how your project or program will address or impact the problem
- an explanation on why you believe your project should be funded

Project Description, Goals, and Objectives

The project description should give the reader a detailed description of the project or program that will be funded by the requested grant. A useful structure is to break the project down into component goals. Use each goal as its own heading and under each goal heading

- list and describe the activities that will be funded to achieve each goal
- outline the expected outcomes or impact of each activity
- explain how achievement of each goal will be measured or defined.

The project overview should include the following information on the whole project:

- the duration of time during which the funds will support the project
- the services you promise to deliver
- the target population for your project or program
- the results you expect to bring about

Project Timeline

Drawing from the Project Description, provide a timeline in which you organize all the project activities into chronological order and include timeline information such as:

- when the activity is expected to commence
- when the activity is expected to be completed
- when awarded funds will be expended to support each activity

Budget

Create a spreadsheet table to outline **each expenditure category** and include the following information:

- the total funds required
- the expenditures that will be drawn from this funding source
- expenditures that will be drawn from other sources
- a justification for each expenditure

References

If any materials are referenced, include a reference list here. Please remember to adhere to an appropriate referencing style (e.g., APA, MLA, CMS, etc.).

Appendices

If you need to include any supporting materials that you have referenced in this proposal include them in this section in the order that you mention them in this document, (e.g., endorsement letters, requests from another organization to engage in this project, etc.).