

The Basic Components of a Proposal

Executive Summary	Summarizes all of the key information and is a sales document designed to convince the reader that this project should be considered.
Statement of Need	The statement of need will enable the reader to learn more about the issues.
Project Description	5 subsections: objectives, methods, staffing/administration, evaluation, and sustainability. These 5 subsections make up the Project Description.
Budget	The budget for your proposal may be as simple as a statement of projected revenue and expenses.
Organization Information	Display the organization's ability to carry out the proposal.
Conclusion	This a good place to call attention to the future, after the grant is completed; also to make a final appeal for your project.