# Key Elements of A Standard Grant Proposal

1. Cover Letter

2. Table of Contents

3. Abstract/Executive Summary

4. Introduction
   -Overview of the Organization
   -History
   -Mission
   -Goals and Objectives
   -Project Summary

5. Problem Statement/Statement of Need

6. Project Description

7. Goals and Objectives of Project

8. Dissemination Plan

9. Evaluation Plan

10. Continuation Plan

11. Management Plan
    -Org Chart
    -Description
    -Systems Flow Chart

12. Project Time Line
    -Milestones
    -Gantt Chart

13. Key Personnel
    -Roles

14. Budget
    -1 yr Operating
    -3 yr/5yr Operating
    -Balance Sheet
    -Cash Flow Statement

15. Budget Justification

16. Appendices
    -Bibliography
    -Board of Directors/Trustees
    -Support Documents:  Brochures, Strategic Plan, Business Plan, Financial Audit, etc.
    -Bio/Resume/CV of Key Personnel