Company Name

Grant *Proposal*

Name of Organization Here

Prepared for:

Generous Donor & Co.

---

donatetous@email.com
helppeople.com
(123) 456-7891

Jane Johnson

Head of Grants
Government Program
123 City Street
Lovelytown, ZA 54321

Dear Ms. Johnson:

The Helping People organization kindly requests a grant of $10,000 for our fund for helping people. We are enthusiastic about using the grant to help people.

Since 1995, Helping People has been committed to improving the lives of people from this specific walk of life. We've helped this demographic of people for decades now and have distributed goods to over 100,000 people. We have volunteers from these different professions helping people with these specific things in many capacities.

Your grant will help us help people in these specific ways. We are already prepared to use the funds with 40 new volunteers set to help us help people in these ways. The grant will help us focus on an otherwise underserved population in the community we help. The following proposal will give more detail about our plans for the grant.

We appreciate your consideration of our proposal.

Sincerely,

John Janeson
Executive Officer
donatetous@email.com
helppeople.com
(123) 456-7891

Helping people since 1995.

Your executive summary will be a crucial piece in your grant application. First, give a brief explanation of the history of your organization, highlighting your most recent or relevant successes. Focus on your vision and the different ways you were able to accomplish it. If you are able to squeeze a brief story into a sentence, include a story.

Next, briefly describe the problem that you or your organization is trying to tackle. You can mention the other grants that are helping you, but emphasize why the grant program you're applying to is a great match. Talk about how your organization is doing a particularly great job at solving the problem.

Finally, summarize the budget and timeline of the project. Go into a little more detail about how you will measure success and maybe include a reminder about past successes that you've had.

How you can help us help people.

This is where you can go into greater detail about the problems you're aiming to solve and why you have unique solutions. If you can, include the numbers behind the problem and how you think they'll improve over a certain timeline. Try to provide a brief story about an individual case that was helped. Emphasize that yours is the best organization for solving these problems and perhaps even point out where other organizations have differences in focus.

Goals

1. Give a few concise but specific and measurable goals here.
2. These goals could come with dates that you expect to have them accomplished.
3. Repeat the amount of grant money you're asking for in this section.

Changing lives.

Here's where you need to go in depth about how you'll accomplish the goals you listed on the last page. What are the strategies you have in place? What are the new ones you plan on using? Can you tell any stories to illustrate the specific ways this grant will help? Also, help the reader feel a sense of urgency about the problem and understand that you have good strategies to solve it.

Budget and *evaluation.*

Project	Budget
Help People	$4500
Giving things	$6500
Training volunteers	$500
Total	$ 11500

Detail here how you plan to evaluate and measure your success. Give a schedule for reporting back about how well things are going. Ending with this will get your donors excited to see success from their grant.