

## BASIC COMPONENTS OF GRANTS

<p style="text-align: center;"><b>Needs Statement</b></p> <p>What problem exists that must be remedied with a project?</p> <p><b>Purpose:</b> Demonstrate to the reviewer, with cold hard facts, that a problem exists that needs to be corrected.</p> <p><b>How:</b> numbers, quantitative data, anecdotal information</p> <p><b>Possible sources:</b> lack of services for your target population (people with disabilities, at-risk youth, injured veterans, etc.), information on challenges associated with various diagnoses, barriers to moving your program to the “next level”</p>	<p style="text-align: center;"><b>Goals and Objectives</b></p> <p>How will the project change the current situation?</p> <p><b>Purpose:</b> Demonstrate to the reviewer that you have developed broad goals and specific and measurable objectives that can be evaluated to determine project efficacy.</p> <p><b>How:</b> Specific, measurable, attainable, realistic, time sensitive statements.</p>	<p style="text-align: center;"><b>Approach and Activities</b></p> <p>What will we do to create change? What will we do to make things better? What evidence do we have that these approaches/activities will work?</p> <p><b>Purpose:</b> Demonstrate to the reviewer that your project is responsive to the needs you’ve shown in the needs section. Show that the project was thoughtfully designed by an appropriate team. Show why you think the activities selected will be successful with the target group.</p> <p><b>How:</b> Tie the planned activities back to the needs. Explain who helped design the project and their expertise. Cite research that shows the proposed activities are effective with the target group. Include an implementation timeline that shows who, what, when.</p>
<p style="text-align: center;"><b>Evaluation Plan</b></p> <p>How will you and the funder know that the project resulted in measurable change?</p> <p><b>Purpose:</b> Set forth an appropriate framework that will inform you and the funder of the progress made toward accomplishing your goals and objectives.</p> <p><b>How:</b> Collect quantitative and qualitative data. Present a plan to use the data to determine if you are on course with program implementation (formative evaluation) and that the program activities are working (summative evaluation). Present a plan to use the data you’ll collect to inform continuous program improvement and to update appropriate stakeholders.</p>	<p style="text-align: center;"><b>Budget</b></p> <p>What will the change cost?</p> <p><b>Purpose:</b> Show the reviewer how much funding is needed and what it will be spent on.</p> <p><b>How:</b> Request funding for items in your budget for which you’ve expressed a need throughout your narrative (make sure budget and needs match). If possible, briefly explain how you arrived at your budget figures. Show the funder that you are asking for an adequate yet cost-conscious amount of money. Demonstrate matching contributions; place a value on them if possible. Divide funding requests into categories as requested by the funder (e.g., salary, fringe benefits, supplies, equipment, contracted services)</p> <p style="text-align: center;">Table adapted from Johna Rodgers, GPC</p>	

