Ten Basic Building Blocks for Grant Writing

There are usually 10 primary categories of information included in professional-quality grant proposals for all major funding sources, including government, foundation and corporate. Learn to construct each block and use the set to build a completed grant application. The building blocks are applicable for online and hardcopy applications. Each building block is briefly described in the following illustration.

Mission Statement

Provides a succinct answer to this question, "What is the purpose for the organization?" May also request description of organizational values or guiding principles.

History of Organization (and/or project to be funded)

Provides information on when and why the organization was established, the principal parties involved and a summary of the programs and services offered. Also referred to as an "organizational overview."

Description of Program

Provides a detailed or summary overview of the program or project proposed for funding.

Needs Assessment

Identifies specific needs or concerns that your program will address.

Goals & Objectives

Provides specific information about what the program is expected to accomplish. May include some qualitative goals, but must include quantitative goals or "outcomes" that can be measured.

Target Population

May include an overview or details about the demographic profile or description of the population(s) to be served by the program.

Evaluation

Describes how the progress, success and effectiveness of your program will be measured.

Timeline/Workplan

Indicates the schedule for implementing the components of the program. May indicate staff or other personnel who will be assigned key responsibilities for the proposed program. *For government grants, this item is often called a Scope of Work (SOW).*

Future Sustainability

Describes plan for maintaining the program beyond any funding that may be awarded by the potential funder.

Project/Program Budget

Provides a list of resources needed to operate the program and may require a *budget justification* or *budget narrative* (*narrative and calculations for items on the budget)*

In addition to the 10 building blocks required to build the main body of the grant proposal, every funder requires a set of attachments. The five most commonly required by most funders include:

- Proof of 501(c)(3) tax-exempt status (copy of the *IRS determination letter*)
- List of Board of Directors
- Copy of annual budget for 501(c)(3) organization
- Copy of audited financial statement for most recent fiscal year
- IRS Form 990 (Annual Return for Organization Exempt from Income Tax)

Want to get more information about how to create each building block?
Visit: **www.TheGrantBuilder.com**