GRANT PROPOSAL REQUIREMENTS:

1. **INTRODUCTION:**

   Description of organization. Overview of the specific program. Dollar amount desired. Expected outcome results of the program if funded. How program will be sustained.

2. **NEED:**

   Identify the steps the organization completed to address the need for funding.

3. **OBJECTIVES:**

   Provide three objectives (steps you will take to accomplish your overall goal) that will be taken to reach your goal.

4. **METHODS:**

   Supporting actions for each objective that will demonstrate how they will be reached.

5. **EVALUATION:**

   What type of evaluation mechanism will be used to measure outcomes.

6. **BUDGET:**

   Provide a detailed budget of the project, highlighting the request for funding. Please be sure to identify matched or in-kind funds on budget.

7. **SUSTAINABILITY:**

   Briefly describe how the project will continue to be funded in future years.

Approved: November 2012