

**AN INTRODUCTION TO PROPOSAL WRITING**  
**SELECTED RESROUCES ABOUT GRANT SOURCES**  
**TYPICAL COMPONENTS OF A PROPOSAL**

**TITLE PAGE** (Cover Sheet, Application Form)

Title of project, name and address of applicant organization, name of agency to receive proposal, inclusive dates of project, total budget request, signatures of authorized personnel approving submission (from applicant agency), and date of submission.

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**ABSTRACT** (Summary, Executive Summary)

Summary of the proposal with brief review of the major points in the statement of need, objectives, procedures, evaluation, and dissemination components. Should stress the end products. Usually 250-500 words. Lay Language.

**INTRODUCTION** (Background)

Background information on applicant organization and introduction to structure of the proposal. May highlight some particularly pertinent information, e.g., an unusually well-qualified staff or an exceptionally critical need.

**PROBLEM STATEMENT** (Statement of Needs, Questions to be Addressed)

Clear and precise statement of the problem to be addressed and the need for solution. Should establish significance, relevance, timeliness, generalizability and benefits of the project. Innovativeness of proposed methodology may also be substantiated. Usually includes references to previous research or earlier works. Statistical data describing the need is cited.

**GOALS** (General Objectives, Solutions)

General statement, describing in qualitative terms the ultimate end to be achieved at some future but undetermined date: unquantifiable.

**OBJECTIVES** (Measurable Objectives, Expected Outcomes, Hypothesis)

A specific indication of the proposed outcomes of the project stated as objectives, hypotheses and/or questions: quantifiable. Flows logically from the identified needs, problems, and goals.

**METHODOLOGY** (Activities, Operating Plans, Action Plans, Strategies, Procedures)

Description of how the objectives will be met or the hypotheses or questions tested. In non-research projects, usually starts with description of the overall approach before describing details

about methodology, participants, organization and timeliness. In research projects, usually describes design, population and sample, data and instrumentation, analysis, and time schedule. May end with clear identification of short- and long-term products expected.

**EVALUTATION** (Formative and summative Evaluation, Assessment)

Statement of how the applicant organization and the funding agency will know the project has accomplished its purpose. States purpose of evaluation and type of information to be collected; describes instruments, data collection, analysis and utilization; and tells how results will be reported. Provides evaluative criteria for each objective.

**FUTURE FUNDING** (Continuation, Institutionalization)

Plans to provide future funding if program is to be continued. Accounts for other needed expenditures if program includes purchase of equipment.

**DISSEMINATION** (Transferability, Distribution of Results, Utilization Plan, Replicability)

Summary of how the final product and findings will be shared with others. Details reports to be given to the funding agency.

**FACILITIES AND EQUIPMENT** (Resources)

Description of facilities and equipment required and how these will be provided. Describes unique equipment or facilities which will facilitate the project.

**PERSONNEL** (Administrative Organization)

Survey of the personnel who will work on the project, their roles, backgrounds, and credentials. Includes vitae of key project personnel. Details new staff, how many, what type, and how they will be selected. Includes a description of the project's administrative organization. Identifies individuals who will serve as consultants, describes their backgrounds, and justifies their use.

**BUDGET** (Cost Volume)

Cost of the project. Usually divided into categories such as personnel, supplies and materials, travel, data processing, facilities or equipment, and indirect costs or administrative services.

**APPENDICES**

Includes relevant materials too lengthy to include in the text, vitae for key project personnel on large projects, letters of endorsement, documentary material such as maps, graphs, charts, bibliographies, and so on.