

## **Proposal Writing Checklist To Secure External Funding**

Each funder has different requirement. Some request a fully developed proposal while other may request that a simple online application be completed. Regardless, these are the primary points you will need to consider before submitting a proposal or online application.

### **Proposal Components & Necessary Items**

Summary: clearly and concisely summarizes the request.

Introduction: describes applicant agency and its qualifications for funding (credibility).

Problem Statement or Needs Assessment: stated in terms of funders interests and relates to purposes and goals of applicant agency.

Program Objectives: describes the outcomes of the grant in measurable terms.

Methods: describes the activities to be conducted to achieve the desired objectives.

Evaluation: presents a plan for determining the degree to which objectives are met and methods are followed.

Future Funding: describes a plan for continuation beyond the grant and/or the availability for other resources necessary to implement the grant.

Budget: clearly delineates costs to be met by the funding source and those provided by other parties.