



Sample Grant Writing Application Worksheet

1. Project Name:

2. Project Summary

2a: What is the issue (problem or need)?



2b: Why is it a problem?

2c: How do you know it is a problem?

3. What is the geographical location of your project?



4. What is your project focus? Example: Social Enterprise, Women's Issues, Children and Child Care, Education etc.

5. Problem Statement

5a: What needs to be done to solve this problem?



5b: What do you need?

5c: Why do you need it?

6. Project Interventions/Activities

6a: What is the activity or activities you will do to solve the issue (problem)?



6b: Why do you believe the activity or activities you do will solve the issue (problem)?

7. Project Outcomes



7a: What results are you expecting from your activity or activities?

8. Program Impact

How will you prove, evaluate, your activity or activities are successful? For example: Will the success of your project take place after a certain period-of-time? If so, when and what will be improved? Will there be a show of improvement in some way after you have accomplished something? What are your expectations of your project and how will you know it is successful?



9. Sustainability

9a: What action will you take to become less dependent?



10. Budget

10a: List all of your income and expenses, for example:

Income

- **Grants**
- **Donations**
- **In-kind (Goods & Services)**

Expenses

- **Supplies**
- **Rent**
- **Tools**



Total Budget Amount=Income minus Expenses

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