

General Grant Proposal Template (preceded by a cover letter, or typed on letterhead.)

ABC Group's proposal to XYZ Foundation, [current year]

Mission

This can be phrased any way you want—but here is one example:

[Group name]'s mission is to [describe activity] that [what activities aim to change] to [geographic area that the group serves, if any.] We strive to [ultimate goals] that will [benefit to community] We believe that through [activities], we can [long-term 'lofty' goals of group.]

History: A few paragraphs on the history of the group. Describe origins, when it was founded and why, by whom, how has it changed over the years. Emphasize what the group has done for the community, any awards received, number of productions/ exhibitions/ screenings that have been presented, give an idea of the full spectrum of artistic work that has been presented.

Intro paragraph: Briefly state what will be your overall goal, and encapsulate why you are ***unique***—why your work will accomplish the goal **better than any other group**. (Emphasize depth and breadth—how your work will reach each viewer/ audience member profoundly, and also reach a large number of people. If only one of the two applies to this project, elaborate)

Describe past projects, especially those that relate to the activities for which you are requesting funding. Show evolution in your work: that it has developed and continues to do so, with your current project as a natural progression out of the past.

If it applies, discuss any new developments that happened to the group in the recent year: if a group, new staff? Higher budgets? If an individual, creative training that positively impact your work? Collaborations?

Program Descriptions:

Take at least one paragraph to describe each existing activity/ project that the group is currently working on. For each activity, begin with the overall thesis, include practical details (production schedule, locations) and expand to describe the positive effects that the work will have on its participants/ audience and on the community at large. Illustrate how your activities are a natural progression of your mission.

Take at least one paragraph to talk about economic development: How the group/ individual currently funds projects. Emphasize the importance of getting funds from this grantor, but also show diversity in funding—that other funders and individuals have confidence in your work. If you have no existing funding, explain how you plan to secure it...and sound confident that you will get it ;0)

Future Plans:

Take a paragraph or two to describe where you want to take your work from here (ie if you get the grant, how will you be able to expand your existing activities?)

How will you measure success? Offer specific, quantitative goals.

Final wrap-up: ******This is the paragraph to relate your plans to the mission and to the first paragraph, when you stated your ultimate goals as a group/ individual. Describe how each of these plans will fulfill those goals. End by stating how the goals, once accomplished, will impact the community as a whole, and how they match the goals of the foundation you are applying to.******

Sample Closing: *(again, use your own judgment and voice—this is a suggestion.)*

“We hope that the XYZ Foundation can assist us with a grant of \$[ask amount.] (Remember to include an ask amount, unless the guidelines expressly forbid it. Make it reasonable in terms of the grants the foundation has given similar groups in the past. This is important, b/c an unreasonable ask amount can reduce your chances of getting funded.)”

“Should you require any further materials to complete our proposal, you may contact me directly. *(Make sure your contact info is on the letterhead)* Thank you for your kind consideration.”

The whole thing should generally be between 2 and 5 pages. But do your homework and check the particular foundations guidelines, or speak to someone at the foundation for preferred format and supplemental materials from Fractured Atlas.