GRANT ELEMENTS GUIDE

Needs Statement
- Do not make global statements. Use specific, quantifiable data that relates to the project and the population to be served. This is typically: poverty, free/reduced lunch, student achievement, attendance, and/or behavior.
- Bigger numbers do not necessarily mean bigger need.
- Technology needs might include access, usage, gaps in service data.
- This section paints a picture for reviewers who have no knowledge of your situation.
- Present data clearly in chart format and cite sources.

Project Description/Design (Intervention)
- This is a description of the intervention. How will you address the identified need?
- Include goals, objectives, activities that relate to the needs statement.
- This is the "who, what, where, when, and how" of project.
- If possible, justify design with scientifically-based research or practice-based results if you implemented a pilot of the project.

Organizational Capacity
- This is the description of organization mission, goals, and capacity.
- You are looking at the funding source and they are looking at you!
- They want to know: Is the agency capable of administering this grant, financially and programmatically?

Adequacy of Resources/Budget
- Is the budget aligned with the proposed program activities?
- Is the budget appropriate for the anticipated outcomes?
- Be specific and clear about budget items.

Anticipated Outcomes
- "SMART" – Specific, measurable, achievable, realistic, and timely
- Process – implementation of program; e.g., # of student-mentor contacts
- Outcome – change in attitude, behavior, skill; e.g., # of students improving test scores
- Impact indicators – long term, deeper changes; e.g. increase in college acceptance and completion rates

Evaluation Plan
- Include a process for collecting and analyzing data, both ongoing and summative.
- On-going monitoring lends itself to continuous program improvement throughout the project. Better to identify problems and alter the program mid-project than waiting for the end when it is too late to make an impact on the beneficiaries.

Sustainability
- Funders are investors and want to invest in good projects with positive outcomes. This investment should result in a change to current systems or activities in the long run.
- Citing the possibility of future grants is not an adequate strategy.