

## GRANT PLANNING GUIDE

As a preliminary step in developing a grant proposal, briefly answer the following questions. If possible attach supporting data, but please keep it brief.

1. Name of project: \_\_\_\_\_
2. Who will be involved in it? Project Director: \_\_\_\_\_  
Others: \_\_\_\_\_
3. Where will it be located? \_\_\_\_\_
4. When should it begin? \_\_\_\_\_ End? \_\_\_\_\_
5. Why do it? What is the problem or opportunity?
6. What do you hope to accomplish? (Goals or Objectives)
7. How will you accomplish it? (Methods and Procedures)
8. Why is your organization qualified to do it?
9. How will you prove the results?
10. How much will it cost? (Estimated Budget)  
For Salaries: \$ \_\_\_\_\_ For Supplies: \$ \_\_\_\_\_  
For Equipment: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_  
Total Estimated Cost \$ \_\_\_\_\_