**Grant Proposal Outline**

Items marked with a \* are organization-wide information that can be found on the **MSU Denver Organization Info for Grants** in the Fundraising Toolkit.

1. **ORGANIZATION BACKGROUND\***

Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.

**2. GOALS\***

Describe the organization’s current goals.

**3.** **CURRENT PROGRAMS\* - use the programs that you feel are relevant to your program/project and fit within the page limit**

Provide a brief description of the organization’s current programs. Include population and numbers served, as well as expected results.

**4**. **PROGRAM/PROJECTDESCRIPTION**

1. Provide a summary of the plan for the program or project request.
	1. Issue and/or opportunity; what is the overarching goal of the program/project; population served, age group of population served, geographic area; how will the population served benefit from the program/project
	2. 3-5 measurable objectives within a specific timeframe
	3. Specific activities
2. Explain why the organization is approaching the issue and/or opportunity in this way.

**5**. **PROGRAM/PROJECT EVALUATION**

Describe how you will evaluate the program/project

1. Describe how impact is measured for the program that is the subject of this proposal.
2. Summarize key evaluation results or findings that demonstrate the program/project impact. Indicate the time frame for the results or findings.

**6**. **COLLABORATION**

Internal or external partners.

Responsibilities for each partner.

 **INCLUSIVENESS\***

Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.

**8**. **BOARD/GOVERNANCE\***

Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, the organization’s policy regarding board terms, and the percentage of the board that contributes financially to the organization.

**9. VOLUNTEERS\***

Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours (if tracked by the organization).

**10. PLANNING\***

Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.