

Grant Proposal Design Planner

Use this worksheet as a starter template to help you identify specifics about your idea.

Proposed Project

Write a brief summary of the project you are proposing. What need does this project fill?

Expected Outcomes

Write down at least three of the outcomes that you expect to result from this project or activity (e.g., teachers from my district will gain knowledge about innovative reading practices).

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Beneficiaries of Project

What population will this project serve (e.g., 7th grade teachers from XYZ Middle School)?

Proposed Partners

Is there anyone else you can partner with to make this a stronger project, such as another teacher, organization, or local business?

Evaluation Method/s

What methods will you use to measure the effectiveness of the project? Most grantmakers require a final report summarizing the project.

Project Sponsor/s

What administrator will be willing to sponsor or support your project? This person should be able to write a letter on your behalf.

Additional Notes