

PREPARING FOR A WINNING PROPOSAL

A successful proposal starts with a well thought out plan of action. What would you do if Money was not the issue and you had all of the resources needed to execute your plan? Plan to address, **at a MINIMUM:**

- Description of the project.
- Description of how the project will strengthen the organization's mission.
- Overview of how the project will engage and impact the greater community (or Region).
- Measures of success, both qualitative and quantitative.
- Amount of funding requested and project budget amount.
- Timeframe for the project. (NOTE: your project start and finish dates **MUST lie within the AWARD window** – not the application window)
- The Foundation or Agency will announce BOTH the application Window and the Award window, along with project descriptions
- Current operating budget amount (ASK if this is YOUR budget or the PROJECT budget requested)
- Names of any Funder / Grantor Employees or Agencies involved with your organization or project

Take Advantage of opportunities to Meet and Speak with Foundation and Agency Representatives AHEAD of the grant application due date.

MOVING FROM THOUGHT TO EXECUTION

Successful execution starts with a GREAT Team with GOOD Ideas! How would you proceed if TEAM is in place and you had all the Money needed to execute your plan? Plan to address, **at a MINIMUM**:

- Skillset needed for EACH Phase of the Project or ASPECT of the Program.
- Description of how the project will be directed and managed.
- Milestones and completion indicators for project timeline
- Indicators of how YOU will know objectives have been met.
- Process for allocation and tracking of funding APPROVED for the project

(NOTE: Funder will indicate How Often and in What Manner reports are to be made by your Organization. Do NOT ignore the Communications while to forge ahead to do Great Things.