



Grant Proposal Elements and Format

Proposed To- name and address of the funding source.

Proposed From- name and address of you and your organization. Along with all information about the organisation as outlined in the enclosed **Due Diligence Form** and the **Check list of documents required**

Table of Contents- a table of contents page with page numbers for each of the following sections.

Abstract- this will be a one page synthesis of the elements in the entire proposal, a brief description of all of the components of your project.

Problem Statement- this will be your description of the problem, identifying the need for support and the specific area for which funding is required. In the case of funding for faculty /speakers for a conference, you need to provide the following information of reach speaker.

1. Name of individual speakers.
2. Country of origin
3. Organisation they represent
4. Topic of role
5. Profile in brief
6. Explanation highlighting why the individual is required, his/her area of expertise and stating the value addition to the event as a speaker. Explaining why he/she is critical to the event and that the same role cannot be represented by a speaker from India.
7. Approximate expense that will be required for travel and hospitality of the speaker

Methods- here you will describe the methodology, activities, and resources you will use to complete resources you request from funding sources. In other words you will give a detailed description of what you will be doing.

Evaluation- you will need to provide a means of demonstrating that the funding has achieved progress toward goals of alleviating the problem in the problem statement. How would you measure the success of the project?

Budget- a detailed budget must be provided here, done in a format that is easily understood by the funding sources grant proposal committee, including each person working for the project, contracted work, fixed and variable costs and supplies that will be necessary.

Budget Justification- a detailed rational explanation of why each component of the budget is necessary.

Project Personnel- Resume and descriptions of the key project personnel and their qualifications to administer the project.

Bibliography- a bibliography of all of the referenced material and resources in the problem statement and methodology section. (If required)

Exhibits- any materials you will use in your project or program that you can demonstrate in hard copy such as event brochure, press coverage, pictures, or diagrams. Pert charts, psychological tests, or pictures, reports of past event held and the outcome report are examples of an exhibit.