



## GRANT PROPOSAL OUTLINE

### 1. Applicant Information

- Exact legal name of the organization that is applying for this grant
- Name of the individual who will be chiefly responsible for the project
- Length of time the organization has been involved in the same or similar work

### 2. Description of Proposed Project *(The starred items are especially important.)*

- Overall purpose\*
- Specific objectives\* (must be measurable - for example, tracking the number of people who benefit from the program)
- Target population
- Procedures\* (the steps and processes involved)
- Time schedule (how often will this program/equipment be used)

### 3. Budget

- Equipment (indicate percentage of usage for this project if there is also usage on other projects)
- Supplies (itemize)
- Other

### 4. Evaluation

- Records to be kept that show the number of people who benefited from your program
- Criteria for determining if your program is effective

### 5. Publicity

- How will you publicize the support you got from Heart of Volusia? (article with photo for local paper, labels on equipment stating "Donated through a grant by Heart of Volusia")