



GRANTS TRAINING

Proposal Development Worksheet

FUNDER'S PROGRAM / PRIORITY

FUNDER

PROGRAM / PRIORITY

PROJECT NEED STATEMENT

What issue(s) or opportunities are driving the needs of the community/audience/organization? Who will your project serve? How will the defined population be impacted or served when the project is completed? What documented proof or evidence is available to support the need for your project? Are there any special circumstances to consider about your defined area or population?

PROJECT GOAL

What do you want to accomplish for your community with your project? How will the project impact the environment, waterways, coast, or atmosphere when the project is completed?

DEVELOPING “SMART” OBJECTIVES

We recommend developing between two and four objectives for most proposals.

A good objective is SMART:

S – Specific

M – Measurable

A – Achievement or Impact oriented

R – Realistic

T – Time-limited

TABLE FOR DEVELOPING “SMART” OBJECTIVES

Threat or Problem	Solution or Strategy	Outcome the Solution is trying to achieve?	Where?	When?	Target Level of Change

PROJECT OBJECTIVE

Clearly write out one objective for your proposed project. Does it fit with the funder’s priorities in the announcement? Is your objective SMART? Does it need to be SMART? Objectives may not fit within the SMART construct, but they do need to be clear and specific.

PROJECT DETAIL

PROJECT ACTIVITY OR TASK

Start by listing everything you need to do to meet your proposed objective. When the list is complete, go back and look for distinct breaks that can be combined into project phases. Also, look for items that could be lumped as a common activity or task. Then write out the big picture phases, activities, and tasks as discrete statements.

EVIDENCE OF PROGRESS

How will you know if your project is successful? How will you measure success? For each of the discrete activity statements generated above, list how you know it was completed successfully. Activities may have layers of evidence. One level could be numbers, such as number of workshops held, or number of participants reached. On top of this would be an in-depth evaluation of what participants gained because of your project.

TIPS FOR NEXT STEPS

1. Complete the summary sheet and double-check that your objective, activities, and evidence of progress fit with your goal and needs statement, as well as the funder's priority.
2. If you have more than one objective for your proposed project, complete the objective, activities, and evidence of progress exercises for each objective and add them to another summary sheet.
3. Look across your objectives; are there any activities or evaluation pieces that can be combined and described together in your project narrative without causing confusion? If so, think about lumping where reasonable.
4. Use the needs statement, goals, objectives, activities, and evidence of progress generated to develop an outline for your project narrative.
5. Review the funding opportunity for any other elements that should be included in your project narrative and add them to your outline.
6. Use the outline to write your project narrative, including enough detail to give the reviewer a clear understanding of what your project entails and what you are proposing to do.

PROJECT BUDGET

Align budget to tasks and activities. A great project description includes a budget and budget narrative that includes specific information about the necessary areas of the project. NOAA utilizes the budget forms from the application packages on Grants.gov, which include the basic budget line items or object class categories in the table below:

Table 1. Object Class Categories

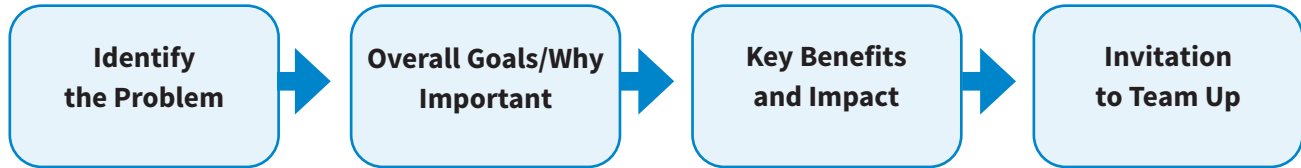
Line Item Category (SF424A)	Project Tasks/Activity Description	Budget Federal	Budget Non-Federal
Personnel			
Fringe			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Indirect			
TOTALS			

Table 2. Sample Mini Budget

Category	Project Tasks/Activity	Amount Requested	
Personnel	Principal Investigator salary (4% time)	\$2,500	Direct cost
Fringe	Fringe benefits (44.91%)	\$1,123	Direct cost
Supplies	Water quality monitoring supplies Safety supplies Printing supplies Website fees (database) Estimated shipping costs	\$7,370 \$50 \$211 \$200 \$450	Direct cost
Indirect Cost	(UH off-campus rate @26%)	\$3,096	Indirect cost
Total Project Cost		\$15,000	

OUTREACH ACTIVITY

COMPONENTS OF AN ELEVATOR SPEECH



Write your draft elevator speech and time your “talk” – no more than 1 minute please.

TIME