

Project Description Document

1. Project Title

Example: *Enhancing Community Health through Mobile Clinics*

2. Executive Summary

Provide a concise overview of the project, highlighting the problem addressed, main objectives, target beneficiaries, and anticipated outcomes.

3. Statement of Need

Describe the specific problem or need your project addresses. Support with data and relevant context. Explain why this issue is important.

4. Project Objectives

1. State specific, measurable objectives your project aims to achieve.
2. Each objective should align with the overall goal of the grant.

5. Project Activities & Methodology

- List and describe key activities planned under the project.
- Explain the approach and methods to be used.
- Provide a timeline or work plan if possible.

6. Target Beneficiaries

Identify the primary audiences or communities who will benefit from the project. Include demographic details if relevant.

7. Expected Outcomes & Impact

Outline the intended results and the impact your project aims to have. Indicate how success will be measured.

8. Project Management & Team

- Provide brief profiles of key team members and their roles.
- Describe organizational capacity relevant to the project.

9. Budget Summary

Present a high-level summary of the project budget and key funding needs. More detailed budgets may be attached separately.

10. Sustainability Plan

Describe plans for sustaining the project outcomes after the grant period ends.

11. Monitoring & Evaluation

Explain how you will track progress and assess the effectiveness of the project.

Important Notes:

- Keep language clear, concise, and focused on outcomes.
- Use data and evidence to substantiate the needs and proposed solution.
- Tailor the document to the specific requirements of each grant opportunity.
- Ensure alignment between objectives, activities, and proposed budget.
- Limit jargon—assume reviewers may not have technical expertise in your field.