

Grant Application Funding Request Document

Applicant Organization: _____

Project Title: _____

Date of Submission: _____

1. Executive Summary

Provide a brief overview of the project, its goals, and the funding amount requested.

2. Organization Background

Describe your organization, its mission, history, and key accomplishments relevant to this request.

3. Project Description

3.1. Objectives

Clearly state the objectives of the project.

3.2. Activities & Methods

Outline the activities, methodology, and timeline for implementation.

3.3. Expected Outcomes

Describe expected results and impact.

4. Funding Request & Budget

Amount Requested: \$ _____

Budget Item	Amount	Description
Personnel	\$ _____	Staff time and salaries
Supplies/Materials	\$ _____	Project materials
Travel	\$ _____	Related transportation costs
Other	\$ _____	Specify

5. Sustainability Plan

Describe how the project outcomes will be sustained after the funding period ends.

6. Monitoring & Evaluation

Briefly explain how you will measure and report progress and impact.

7. Contact Information

Contact Person: _____

Email: _____

Phone: _____

Important Notes

- Ensure all sections are complete and concise.
- Tailor your application to the funder's specific guidelines and priorities.
- Provide accurate and realistic budget figures; justify each cost.
- Use clear, jargon-free language throughout the document.
- Include quantitative and qualitative methods for measuring success.