

# 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.