

# Statement of Need

Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Project/Program Title: \_\_\_\_\_

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## 1. Introduction

Briefly introduce the purpose of this document and summarize the context for the statement of need.

## 2. Background & Context

Describe the relevant background information and the current situation that has led to the identification of this need.

## 3. Statement of Need

Clearly state the specific need or problem that requires attention. Use data, examples, or evidence to support this need where possible.

## 4. Target Audience/Population

Define who is impacted by this need and who stands to benefit from addressing it.

## 5. Proposed Solution/Approach

Outline the recommended solution or approach to address the identified need.

## 6. Expected Outcomes

Describe the expected impact or results if the need is addressed as proposed.

## 7. Resources Required

- Personnel
- Budget
- Materials/Equipment
- Timeframe

## 8. Conclusion

Summarize the critical points and reiterate the importance of addressing this need.

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### Important Notes:

- Be concise and factual; use supporting data when available.
- Ensure clarity in describing the problem and its significance.
- Document should be tailored for its intended audience.
- Review for completeness and accuracy before submission.
- Update regularly as needs and contexts evolve.

