

****Grant Proposal Letter Outline****

1. ****Header****
 - Your Name
 - Your Title
 - Your Organization
 - Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. ****Recipient's Information****
 - Recipient's Name
 - Title
 - Organization
 - Address
 - City, State, Zip Code
3. ****Salutation****
 - Dear [Recipient's Name],
4. ****Introduction****
 - Brief overview of your organization
 - Purpose of the letter (request for funding)
5. ****Problem Statement****
 - Description of the issue or need
 - Statistics or data to support the need
6. ****Project Description****
 - Overview of the proposed project
 - Objectives and goals
 - Target population or community benefits
7. ****Methodology****
 - Explanation of how the project will be implemented
 - Timeline or phases of the project
8. ****Budget Overview****
 - Summary of the budget
 - Explanation of how funds will be used
9. ****Impact and Evaluation****
 - Expected outcomes and benefits
 - Plan for evaluating the project's success
10. ****Conclusion****
 - Restate the importance of the project
 - Call to action (request for consideration)
 - Express appreciation for the recipient's time and consideration
11. ****Closing****
 - Sincerely,
 - [Your Name]
 - [Your Title]
 - [Your Organization]
12. ****Attachments****
 - Any supporting documents (e.g., budget sheet, project timeline, organizational information)