TraceLink Grant Proposal

All grant proposals must include the following information:

I. Proposal Summary (Executive Summary)

The Proposal Summary should be about 1-2 paragraphs and should include the amount of funding requested (maximum of $20,000 allowance) and provide a general description of the use that will be made of the funds.

II. Organization Description and History

The Organization Description and History section should be about 1-4 pages in length and should include the history of the organization, its structure, information about office locations that will be impacted by the grant, major accomplishments of the organization, relevant experience and accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by the grant, information about any prior grants received pertaining to the project proposed for the grant, and an explanation of how the description you provide makes your organization an appropriate grantee.

III. Background

The Background section, of 2-5 pages in length, should be an explanation of the problem that has created the need for the grant request that will be funded by TraceLink. It should provide evidence that the problem exists as well as that the proposed project will contribute to a solution to the problem or will reduce the harmful impact of the problem. It should highlight media and government publications suggesting that the problem is a high priority and that the proposed solution is one that decision-makers support and believe in.

IV. Project Description (Program Narrative)

The Project Description may vary widely in length depending on the size and scope of the program that will be funded, and the size of the award being sought. The project description should give detailed description of the program that will be funded by the requested grant. This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about The Project Description may also include information about the staff who will work on the project, their experience and qualifications, etc.

V. Project Timeline/Budget Timeline

Using your Project Description, provide a timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity.

VI. Budget

Provide a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request?

**You may provide this information in whatever format you prefer (e.g. Word, PPT, etc.) **

Grant Proposal

Organization Name:

Contact Information:

Street Address:

City, State, ZIP:

Telephone Number:

Contact Name:

Email Address:

Grant Information:

Grant Title:

Amount Requested:

Proposed Start Date:

Final Checklist for Proposal:

☐ Have you adequately described the purpose, major features, location, and cost?

☐ Have you described the specific outcomes that you expect to see, and how TraceLink will be able to see the specific results from the grant?

☐ Have you included a timetable or work plan that explains the full scope for how the grant will be used?

☐ Have you attached documents that provide additional details or add substance to the content of your proposal?

☐ Have you fully completed the attached template?