

## Grant Proposal Template

### 1. Executive Summary

Even though it's just a summary, it's important. Sometimes it's the only piece that is read in detail. This should cover all the basics. Note: although this is the first item in the proposal, it should be the last you actually write. You need to know what to put in it first!

*Example:*

ABC Food Bank is requesting \$12,000 to improve diversity, equity and inclusion awareness within our volunteer program. This funding will allow us to hold training sessions, update our website content and documentation, and create effective policies. The program will directly benefit our diverse clientele, helping us serve everyone with respect and dignity.

### 2. Organisational Background

Tell the funders who you are. Briefly describe your organisation's mission, history, and accomplishments. Keep it concise.

*Example:*

Founded in 1967, ABC Food Bank is a registered charity dedicated to providing healthy food to people in need. We are based in Kamloops, British Columbia and have a strong history of engaging volunteers to deliver our services. In 2024, we mobilised 72 volunteers who contributed over 7,500 hours. Our team also includes experienced staff and community partners.

### 3. Statement of Need

What is the problem this funding will help you address? Use stats and stories.

*Example:*

Our clientele are very diverse, coming from different cultures and religions. This affects how they interact with us, and their food preferences. According to a survey we took last year, 75% of clients were Christians, 15% Muslims and 10% Jewish. 50% were of African descent, 20% White, 15% Asian, 10% Hispanic and 5% other. However, despite this wide diversity in our clientele, our volunteers and staff are predominately White Christian. This has caused issues and conflicts between clients and volunteers. For example, when one client asked to have a certain meat product exchanged for another, the volunteer became frustrated and made offensive comments.

### 4. Program Description

Here you describe exactly what the project is, who is to be involved, what the expected impact is, and how it will advance your mission.

*Example:*

We propose to improve diversity, equity and inclusion (DEI) awareness within the volunteer program. This will include:

- Bringing in a DEI expert for a day to train all volunteers and staff,
- Updating our training materials, including handbooks, orientation documents, etc. to provide DEI content,
- Updating the volunteer page on our website to include DEI content, and
- Updating current policies and add any necessary new policies to support DEI.

Activities will be led by our leader of volunteers, with Board approval for policy changes and support from our web designer, and will run from March 1, 2025 to July 31, 2025. The program will serve all staff and volunteers and, ultimately, our clients. We anticipate the following outcomes:

- A safer and more welcoming environment for our diverse clientele,
- Volunteers who have a better understanding of what is appropriate or otherwise when dealing with people who are different from themselves, and
- A sustainable change in organisational culture around DEI.

## 5. Budget and Justification

This is the money part. Be realistic. As much as possible, figure out costs before starting the application, even if they are just “guessimates”. If other funders are contributing, make a note of that.

*Example Budget Table:*

| Item                      | Cost (\$) | Explanation                                                                         |
|---------------------------|-----------|-------------------------------------------------------------------------------------|
| DEI Training              | 6,000     | Trainer fee to provide all-day workshop for staff and volunteers                    |
| Update Training Materials | 3,000     | Staff time and printing costs to make changes to handbooks, workshop materials, etc |
| Update Website            | 3,000*    | Web designer fee to make changes                                                    |
| Policy Changes            | 3,000     | Staff time to make changes and create new policies                                  |
| Total                     | 15,000*   |                                                                                     |

\* Note: the cost for the web designer is being covered by a private donor, which leaves the amount we are requesting for this grant at \$12,000.

## 6. Evaluation and Impact

Funders need to know how you'll measure success. Outline the metrics you'll use to track progress, and how you'll collect that information. Don't go overboard; choose a few meaningful indicators and explain how they connect to the stated goals.

*Example:*

We will measure success by tracking the following metrics:

- Decrease in the number of complaints being registered,
- Increases in the number of culturally diverse clients using our services (indicating a more welcoming environment), and
- Increases in volunteer comfort levels dealing with clients who are different from them (data gathered through direct observation, surveys and informal conversations).

A benchmark of these metrics will be taken before the initiative begins, and then the results will be reviewed at the end of the funding period.

## 7. Sustainability Plan

Show that you're thinking long term. No one wants to fund something that will fall apart as soon as the money runs out. How will the impact continue once this funding ends?

*Example:*

Once the grant period ends, we plan to sustain this program by:

- Reviewing the metrics on a quarterly basis going forward to ensure that the changes have taken hold,
- Adding DEI awareness to the organisation's strategic plan,
- Conducting semi-annual surveys of our clients to determine if any changes need to be made, and
- Reviewing all DEI content annually to ensure it stays up to date.

## 8. Appendices (if allowed or requested)

If the grant rules allow it, add any supporting documents that have a direct bearing on your project. These can include:

- Letters of support from partners,
- Your annual report or strategic plan,
- Results from past surveys,
- Etc.