



**BOILERPLATE
GRANT
TEMPLATE**



LMA
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BOILERPLATE GRANT TEMPLATE



Use Bullet Points

- Gives your proposal a clean, organized look
- Helps a reviewer scan through and understand the main points quickly

ORGANIZATIONAL BACKGROUND

The Organizational Background should include the history of the organization (including the year established), the mission, where you're located, who you reach, a summary of the programs you run, and -- if/when there is room for it -- info about the board/staff. When possible, use bullet points to keep your proposal organized.

TEMPLATE LANGUAGE

[Organization name] is a [location of headquarters]-based 501(c)3 nonprofit with a mission to [mission statement].

Our goal is to [expand on your work / why this work is important].

Founded in [year], [organization name] started as [share brief history].

Today, [organization name] reaches [#] individuals in [geographic area] each year through the following programs:

- Program 1
- Program 2
- Program 3

Our organization is led by a dynamic board of directors and [#] staff who [explain how their experience aligns with this work. Why are they the best people to lead this work?]

WRITE YOUR OWN



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Leverage the Data

- Include evidence-based data that illustrates the need in the community.
- How is your program different than others?

NEED STATEMENT

The Need Statement is where you'll detail what need or gap exists in the community that is not currently being met. Include evidence-based data that illustrates that need.

TEMPLATE LANGUAGE

[Organization] meets a critical, unmet need of [describe need]. In fact, the following data / story demonstrates this need: [use examples of data and storytelling where you can].

While some programs exist to address [need], [organization] is unique in its approach in that it [show how they differentiate in the way they address this need].

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Set SMART Goals

- Specific
- Measurable
- Achievable
- Realistic
- Timely

PROGRAM GOALS AND OBJECTIVES

What are the goals and objectives of your program? How do you differentiate from other similar organizations?

TEMPLATE LANGUAGE

[Organization] kindly requests support from [funder] in the amount of [\$\$]. Your support will specifically go toward our program, [program name], making it possible to achieve the following goals:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

[Describe the program.]

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Be Concise

- The reviewer should be able to visualize a clear, concise, step-by-step process and timeline.
- Specifically identify how the funding will be used.

METHODOLOGY

How will you accomplish your goals and objectives? This could include a specific timeline, step-by-step process, list of items that need to be purchased (though the actual budget will be separate), and details about the staff carrying out the work. Make sure to identify what the funding will enable your organization to do.

TEMPLATE LANGUAGE

A grant in the amount of [\$\$] will specifically be used toward [explain the specific expenses].

To make this project possible, we will [explain the steps/process required, including any partnerships involved in the project]

This project will take place [explain the time period].

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Paint a Clear Picture

- What will you measure?
- What does "success" look like?
- How will you gather this information?
- Share previous impact stories.

EVALUATION & IMPACT

How will you know if your project is successful? Include what you will measure, how you will gather this information, and what success looks like based on those metrics. If available, share previous evaluation results and/or a success story to show the impact of the organization. (Storytelling is very compelling!)

TEMPLATE LANGUAGE

For [organization], success of this project means:

- [Identify SMART goals. Include specific metrics that the organization is striving to achieve]
- [Where you can, include both qualitative and quantitative goals]

To measure these goals, [organization name] will [explain how data is collected].

Recent examples of success for this project include [include data and quotes / stories / testimonials].

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Other Sources of Funding

- Identify your organization's other sources of revenue.
- If you do not have other sources of funding, this is a red flag for funders. If this is the case for your organization, consider pursuing an individual giving strategy before applying for grants.

SUSTAINABILITY

Financially speaking, how is your organization sustainable long-term? If you do not receive this grant, will the organization still be able to operate? Identify other sources of funding the organization receives. If your organization does not have other sources of revenue, this is a red flag for a funder. If this is the case, consider launching an individual giving plan and securing individual donors before applying for grants.

TEMPLATE LANGUAGE

[Organization] maintains financial sustainability by leveraging a diverse revenue stream including [identify the various sources of funding. For example: individual giving, contributions from 100% of its board, fee for service revenue, major gifts, corporate sponsorship, grants, etc.]. While grants deepen the impact of our work, our diverse revenue stream ensures that our programs are sustainable beyond the grant period.

Other funders for this project include:

- [Foundation name & amount]
- [Foundation name & amount]

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Don't Forget!

- Include contact info so the funder can reach you!

CLOSING

A final "thank you" section where you can thank the funder for their consideration, remind them how your missions align, and provide contact information should they have any questions. This is especially helpful for an application that has an awkward ending and you're unsure what else to include.

TEMPLATE LANGUAGE

We appreciate the depth of support [funder] provides to organizations doing [show that you know what the funder does - name the type of work they support]. Given our work in the area of [describe your sector], we believe our missions may be well aligned and would welcome the opportunity to partner with you. Should you have any questions about [organization], our programs, or this proposal, please contact [name and title of organization leader] at [email]. Thank you for your consideration!

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