

# Grant Tips

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## Components of a Great Proposal

Proposal writing is more of an art than a science, but by including the components described below, your next proposal should present a complete picture of your agency's needs to the potential funder. The following outlines the [Introduction to Proposal Writing](https://grantspace.org/training/introduction-to-proposal-writing/) course presented by Candid. The complete course can be found at <https://grantspace.org/training/introduction-to-proposal-writing/>.

### **Executive Summary**

A good executive summary draws the reader into the proposal with a compelling summary that leaves the reader wanting to learn more about the project.

### **Statement of Need**

The need for the project must be clearly established. A good statement of need delineates why the project is needed in the community through the use of strong, current, compelling data.

### **Project Description**

Describe the details of the project including how it will be implemented and how it will be evaluated. A discussion of how the program will be sustained beyond the grant period is also valuable.

### **Budget**

The budget should dovetail with the project description by tying the project objectives to the cost of implementation.

### **Organization Information**

By describing the organization's history, governance, structure and primary activities, audience and services this section establishes the organization as the best to provide the program in the community.

### **Conclusion**

Summarize and reiterate the main points of the proposal.

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