

COLLEGE OF CHARLESTON

MAJOR ELEMENTS OF A PROPOSAL/GRANT

The following guidelines will be useful to follow when developing a proposal for external funding.

1. Introduction/Description of University and Department or particular program
 - Mission
 - Number of people serves/students in program/major
 - Services provided to students
 - Benefits to community
 - Geographic region served
 - Demographics
 - Experience and previous successes with this type of project
 - Brief history of organization/program/department
2. Describe the Project (Who, What, When, Where, How)
 - What will you do?
 - To whom?
 - How will it benefit them?
 - How long will the project last?
 - How much will it cost?
 - Why is this a good idea?
3. How will you do it?
 - Methods you will use
 - Personnel and their qualifications
 - Why is the College of Charleston/department best suited for this project?
 - How is this program different?
 - Are you duplicating resources?
 - Who can you partner/collaborate with to make your case stronger?
4. How much will it cost?
 - Total cost of the project, detailed budget
 - Cost breakdown by category (salaries, materials, equipment, travel, etc.)
 - How long is the project? (One year, five years, etc.)
 - Contingency plan - what will you do if you don't get full funding?
5. How will you fund the project?
 - Who else are you asking for a grant?
 - Do you have any other financial or in-kind resources?
 - Matching funds?
 - User fees/earned income
6. Expected results
 - What are your expected results?
 - What is your plan to measure/evaluate results?
 - Objectives
 - Qualitative results?
7. Other
 - Sponsorship, publicity: how will you acknowledge the funder?
 - Articles, website addresses, handouts, supporting documents
 - A one-page Executive Summary on the project