

**Most grants have prompts to answer. This How-To assists with the standard letter grant that foundations and some other funders require. Most grants that come in a template or have prompts to address also require answers similar to the format below.**

**STEP ONE:**

Craft the Need Statement, identifying the need or problem you hope to address. Describe how you intend to help. Offer the impact you hope to create. Identify possible collaborators and how you can work together. Describe how this request fits into the total project.

**STEP TWO:**

Outline Project Goals and Objectives. List desired outputs (what will physically happen, e.g., students will hear a concert). List desired outcomes (what change will occur that can be measured, e.g., students will increase knowledge about composer X).

**STEP THREE:**

Describe the methodology behind the program/project/event creation. Give specific details about how the project emerged and how your project will unfold. Walk the reader through every part of what the audience will experience. Share the qualifications of those responsible for execution of the program/project/event. Describe how your plan in the short term holds implications for the long term.

**STEP FOUR:**

Describe your Evaluation Plan. Describe how you will use surveys or interviews to track changes in learning, attitudes, and behavior of the audience. Describe how you will collect stories from the audience. What did they like? What did they experience? Describe how you will use this information to better strategize and adapt your plan in the future.

**STEP FIVE:**

Write the Executive Summary. It is important to write this portion last, allowing for the best summary of the project. Give an overview of the main points of your proposal. Be sure it sparks curiosity and entices audience to learn more.

**STEP SIX:**

Check all grammar, spelling, and word choice. Be sure to meet the funder deadline for submission. Grants are not accepted late.