



REQUEST FOR APPLICATIONS (RFA) TEMPLATE

Section 1: Introduction

1.1. Briefly introduce your organization, its mission and vision.

1.2. Mention the purpose of the grant application and the grant program you are applying for.

Section 2: Project Overview

2.1. Provide a concise summary of the proposed project.

2.2. Explain the significance and the impact of the project on the community

Section 3: Needs Assessment

3.1. Identify the specific problem or need that your project aims to address

3.2. Present relevant data or statistics to support the need for your project

Section 4: Goals and Objectives

4.1 Clearly state the goals and objectives of your project

4.2. Ensure that your goals are SMART (Specific, Measurable, Achievable, Relevant, Time-bound)

Section 5: Project Activities

5.1. Describe the activities and strategies you will implement to achieve your objectives

5.2. Explain the timeline for each activity

Section 6: Budget

6.1. Provide a detailed budget for the project, including both income and expenses

6.2. Clearly specify how the grant funds will be used

Section 7: Evaluation and Measurement

7.1. Explain how you will measure the success and impact of your project

7.2. Describe the metrics and tools you will use for evaluation

Section 8: Organizational Capacity

8.1. Highlight your organization's qualifications and experience in carrying out similar projects

8.2. Include relevant partnerships or collaborations

Section 9: Sustainability

9.1. Discuss how the project will be sustained beyond the grant period

9.2. Address any long-term plans for the project's continuation

Section 10: Conclusion

10.1. Summarize the key points of your proposal

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10.2. Express gratitude for considering your application
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Section 11: Attachments

11.1. Include any required attachments, such as financial statements, letters of support, or additional documentation
