

**SAMPLE**

# Project Title

Submitted to: The Islamic Medical Association of North America  
Date: September 1, 2020

Name of Primary Contact  
Position/Title  
Organization  
Address  
City, State Zip  
Email  
Phone

# SAMPLE

## **Introduction/Abstract/Summary (150-200 words)**

A brief overview of the proposal with information about the institution, its ability to complete the project, needs, methods to be used and how those served will benefit. Include the most relevant information you believe the reader should know about your proposal. This is the first thing the reader sees. As a best practice, this section is typically written last.

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## **Institutional Background (250-300 words)**

Describes the institution in terms of its location, demographics, mission, relationship to the service area and past successes in the project area.

## **Problem Statement/Needs Assessment (1 page)**

Documents the problem or need with hard data, linking it to the funding source's goals and priorities. What is the situation that is causing concern? Why is it happening?

## **Program Goals and Objectives (Outcomes) (Identify 3 goals)**

Identifies anticipated outcomes and benefits in measurable terms. How is the situation expected to change as a result of the grant program?

Goals-Strategies-Tactics-Metrics

Goal-Reduce homelessness

Strategy – partnership with shelters

Tactics – Visit the shelter for assistance weekly

Metrics – How many residents are interacted with on a weekly basis

## **Project Timeline**

Activity/Milestone	Year 1				Key Person Responsible
	Q1	Q2	Q3	Q4	
Activity 1					
Activity 2					
Activity 3					

## **Evaluation Plan (500 words)**

Presents a plan for determining the success of the project at interim points and at the end of the project. Include plans on how project will continue after the grant ends

## **Budget**

Identifies the costs to be met by the funding source and the methods used to determine costs.

## **Note: Other Components**

*Awardees may be requested to provide additional documentation (i.e. Letters of support, personnel resumes, proof of business or 501(c)3 status, etc)*