

## Basic Grant Writing Workshop Worksheet

### The SVSU Community Writing Center

*Please answer the following questions below about the project you would like to seek grant-funding to support – short answers are preferred. Plan to bring a copy of these questions and your responses to our meeting.*

1. What is the project you want to do? (*Executive Summary*)
2. What is the need for this project, and how will the project address this need? (*Statement of Purpose*)
3. What are the goals of this project? (*Project Impact / Outcomes*)
4. Who will be doing this project? (*Qualifications and Collaborations*)

5. How will you know if the project was effective? (*Assessment*)

6. When will the project start and finish? (*Timeline*)

7. What are your plans for continuing this project? (*Future Plans*)

8. How much will the project cost? (*Budget*)