

Grant Proposal Executive Summary

Proposed Initiative: Name of project or program

Example: Flu shot clinics East Austin

Problem Statement/Statement of need: Brief introduction to the problem or need. [This section of your proposal will most likely require outside research to provide context for the need you are describing.]

Example: Explanation and data about lack of access to flu shots on the East side of Austin and the number of unvaccinated children in this community compared to the larger Austin community.

Goals: Goals of your project

Example: provide accessible and affordable flu shots...

Measurable objectives: what you will measure to determine if the completed project is a success [This section of your proposal will most likely require outside research to determine the current situation so that you can set reasonable, measurable goals.]

Example: double the number of flu shots given to East Austin children from the preceding year from 3,000 to 6,000

Plan of Action: what specifically you will do to fulfill the goals

Example: set up flu shot clinics at the following locations, with the following hours, etc.

Impact on problem: how your program will help, including details

Example: in the 3 months this program will be in place, we will vaccinate [#] children who might otherwise not be vaccinated, etc.

Research will be needed primarily for the Problem Statement/Statement of Need section and the Measurable Objectives section. The Problem Statement/Statement of Need section should include specifics about the problem locally, as well as a broader view of the problem. For example, you would need statistics about the number of children who aren't vaccinated as one example of local information, but simultaneously need information about why vaccination is important and how vaccination programs such as the one you are proposing have helped elsewhere. The Measurable Objectives section should include specific data and concrete numbers which will necessitate finding information about the current state of affairs so that you can set your objectives.

This assignment will require at least 3 sources, at least one of which is a source found online or in print through the Libraries. Use the research guide and research resources prepared for this class and feel free to contact Michele Ostrow, librarian for this course, at micheleo@austin.utexas.edu.