**[NGO Name]**  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Website URL]

**Date:** [MM/DD/YYYY]

**To:** [Grant Provider's Name]  
[Grant Provider's Organization]  
[Address]  
[City, State, Zip Code]

**Subject:** Grant Proposal for [Project Name]

**1. Executive Summary**

Provide a brief overview of your NGO, its mission, and the purpose of the grant request. Summarize the project and the expected impact within 1-2 paragraphs.

**2. Organization Background**

* Name of Organization: [NGO Name]
* Year Established: [Year]
* Legal Status: [Registered NGO/Charity/501(c)(3), etc.]
* Mission Statement: [Briefly state your NGO’s mission]
* Key Achievements: [Highlight major projects and successes]
* Website and Social Media Links: [Provide URLs]

**3. Problem Statement**

Clearly define the issue your project seeks to address. Provide relevant data, research, and statistics to demonstrate the significance of the problem.

**4. Project Description**

* **Project Title:** [Name of the project]
* **Objective:** [Define the specific goals of the project]
* **Target Beneficiaries:** [Describe the population or community that will benefit]
* **Activities & Timeline:** [Outline key activities and their estimated timeline]
* **Expected Outcomes:** [Describe the anticipated results and impact]
* **Monitoring & Evaluation:** [Explain how success will be measured]

**5. Budget & Funding Request**

* **Total Project Budget:** $[Total Amount]
* **Amount Requested:** $[Requested Grant Amount]
* **Budget Breakdown:**
  + Personnel: $[Amount]
  + Equipment & Supplies: $[Amount]
  + Training & Capacity Building: $[Amount]
  + Administration: $[Amount]
  + Other Costs: $[Amount]
* **Other Funding Sources:** [List any other sources of funding or partnerships]

**6. Sustainability Plan**

Explain how the project will continue beyond the grant period. Describe long-term funding strategies and community involvement.

**7. Conclusion**

Summarize the proposal, emphasizing the importance of the project and your NGO’s capacity to implement it successfully. Express gratitude for the grant provider’s time and consideration.

**Attachments:**  
[List any supporting documents, such as NGO registration, financial statements, letters of support, or additional project details]

**Signature:**  
[Your Name]  
[Your Title]  
[NGO Name]