**GENERIC GRANT PROPOSAL TEMPLATE**

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| **DATE SUBMITTED** | **GRANT NAME** |
|   |  |
| **SUBMITTED TO** | **ADDRESS OF RECEIVING PARTY** |
|   |  |
| **SUBMITTED BY** | **ADDRESS OF SUBMITTING PARTY** |
|   |  |

1. **PROJECT ABSTRACT**

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1. **STATEMENT OF NEED**

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1. **PROGRAM DESCRIPTION**

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1. **GOALS & OBJECTIVES**

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1. **TIMELINE**

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| ACTIVITY | PROJECTED DATE |
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1. **BUDGET**

**BUDGET OVERVIEW**

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| **ITEM DESCRIPTION** | **PRICE** | **QUANTITY** | **TOTAL** |
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| **TOTAL** |  |

1. **EVALUATION**

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1. **STAFF & ORGANIZATIONAL INFORMATION**

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| NAME & TITLE | QUALIFICATIONS | CERTIFICATIONS | SKILLS |
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1. **APPENDIX**

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| FILE NAME | DESCRIPTION | LOCATION attachment / link |
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