

## SAMPLE SUMMARY—THE GRANT WRITING AND FUNDING COACH

### Sample Summary

*Seal Point Naturalist Society*

*The Seal Point Naturalist Society, a registered non-profit organization, working with partner groups, proposes to restore the roof, arbors and decks of Seal Point Cottage, located on ten acres at the head of Seal Sound and donated by the Blossom family in the 1980s.*

*The cottage is a popular visitor destination because of its vantage point over the sound and annual humpback whale migrations.*

*The project will run from May to August. Project outcomes include preservation of the cottage, safer, more accessible conditions for guests, and preservation of the Blossom family legacy donation.*

*The total cost of the project is \$40,000. The society and partners will contribute \$20,000 in cash and \$1,500 in in-kind contributions. The society requests \$20,000 from the funder to match the cash funds. (128 words) Less Is More*

### Getting Started

Start with a 100-150-word summary answering the same time-honored journalistic questions we used for the budget: Who, what, when, where, why and how.

- Who is applying for the grant, who will benefit and who are the partners?
- What is the project and what are the outcomes?
- When will it begin and end?
- Where will it take place?
- Why is the project needed?
- How will you get it done?
- How much will you and each partner contribute?