



Project Proposals & Budget Breakdowns

What is a project proposal?

- Simply put, your grant project proposal is a detailed document submitted to Higher Hope to request financial support for a specific project or urgent need. The proposal also explains the significance of the project, how it aligns with Higher Hope's mission, and how funds will be allocated if selected for the grant.

What do I need to include in my proposal?

- Your organization's proposal should outline the project's objectives, goals, detailed plan of action, expected outcomes, budget requirements, and fund allocations.

What is a budget breakdown?

- A budget breakdown in a grant proposal is a detailed, itemized list that outlines how the requested funds will be allocated across different aspects of the project. This breakdown will help our team understand exactly how the money will be spent and ensures transparency and accountability in the use of grant funds. It also helps demonstrate that your organization has carefully planned the financial aspects of the project so we can ensure we are choosing to fund your project at the right time.

What do I need to include in my budget breakdown?

- This document does not need to be extravagant, a simple table or categorized excel sheet is great. Please at least include all necessary categories and what the costs will be for each item in the category. Examples can be: personnel costs, materials and supplies, equipment, travel, and other direct and indirect expenses.

Please reference example Project Proposal & Budget Breakdown documents on our resources page for more detailed information and visuals.