

PROJECT NEEDS WORKSHEET

Think of this template as a very basic tool to help you brainstorm, identify key ideas, and to form a basis for creating a more detailed plan. It is your first step toward developing a detailed grant proposal and will help you avoid spending time and effort on funding that doesn't match your mission.

What problem are you addressing? Who is affected, where, what is the issue, and why is it an issue? What are your goals and measurable objectives?

What is the solution? You can frame your answer by describing your proposed project.

Do you have the data? Can you justify the need, or is additional research required?

What is in the way? What are the obstacles preventing you from implementing the solution? (Obstacles can be related to capacity, financial resources, sustainability, lack of technical knowledge, tools, etc.)

What information is missing? What information do you need in order to fully flesh out a plan? What are your "unanswered questions"? Who else might care about your idea or problem?

Developing your Need Statement

The “Need Statement” describes the opportunity within the community to be addressed. Data is provided to substantiate the need and community voice can be included to support the overall need.

The need statement is used to educate the funder about the community problem or need the organization seeks to address. The statement will enable a reviewer to learn more about the issues by its presentation of the facts and of the evidence that supports the need for the project. This section of the grant proposal also establishes that the applicant understands the need and therefore will be able to appropriately address it.

When writing your need statement be sure to include the following:

Description of the need: What is the need? Who? What? Where? When? Why?

Recognition of the need: Why is it a need? Who else sees it as a need? What are the views of community stakeholders about this need?

Addressing of the need: What will happen to the population served and to the community if the need is not resolved? Is there a cost to the community?

Hurdles that need to be addressed before the need is solved: Clearly identify the challenges involved in addressing the need. Describe the gap between what exists now and what should be. What has prevented a solution to the need?

Urgency required to address need: Why does it need to be addressed now? What is currently being done about the need?

Community voice: Provide a real example of how the problem is affecting the community and how the proposed program will impact daily life.

Common mistakes to avoid:

- Leaving out information asked for in the Request for Proposal (RFP)
- Proposing a project that is outside the scope of the RFP
- Using outdated or unsubstantiated information
- Providing insufficient data or too much statistical information
- Including unfamiliar concepts or terms
- Long, convoluted sentences