Proposal Writing–Executive Summary Section

**EXECUTIVE SUMMARY WORKSHEET**

*Use the following questions to guide the creation of your executive summary.*

1. What is the need or problem you are trying to address (one or two paragraphs)?

***Example:*** Reading levels are below grade in Hamilton County elementary schools. Students leave the elementary schools unprepared for more advanced studies.

**Your project**:

2. What is your organization’s solution to addressing the need? Specifically, what will take place and how many people will benefit from the program, how and where it will operate, for how long, and who will staff it (one or two paragraphs)?

***Example:*** Following on a very successful pilot project, Wisdom Exchange aims to increase the reading levels of Hamilton County elementary (grade?) students by at least one grade level over a 20 week time span. Wisdom Exchange will use a one on one training method employing 40 senior citizen tutors to work with 40 students twice a week at the Hamilton Community Center’s after-school program.

**Your project**:

3. What is your organization’s expertise? Provide a brief statement of the name, history, purpose, and activities of your agency, emphasizing its capacity to carry out this proposal (one paragraph).

***Example:*** Established in 1973, the Hamilton Community Center provides a wide variety of educational, recreational, and social services to the county’s varied population groups. It received the state’s prestigious “Excellence in Education” award in eight of the past ten years. Last year, the Community Center successfully conducted a six-month reading pilot project on which the Wisdom Exchange Project is based.

**Your project**:

4. What is the grant amount needed and what your plans are for funding it in the future (one paragraph):

***Example:*** The Hamilton Community Center is requesting $10,000 from the A. K. Marks Fund. Your grant will complete the funds needed to undertake the project this year. In addition, the community center and the school district have pledged future support.

**Your project**:

*Finally, after you have completed the executive summary, ask yourself if your executive summary could stand alone as a one-page description of the who, what, why, and how of your project. Remember, grantmakers may use your executive summary to distribute information about your grant proposal to their staff and board members.*