Executive Summary

- A one to one and a half summary/thumb nail sketch of your project at-a-glance.

- Gives the reader an overview of the whole project.

Executive Summary

Succinctly Summarize

- The name of your **organization** and a brief description.

- A brief description of **the problem** or need that the project addresses. Explain **why** this issue is important and provide **context or data** to support its significance.

- Your **organization's qualifications** and capacity to successfully implement the project.

- The overarching **goals of the project** and the anticipated **results** or changes that will occur.

- A concise **description of the project**, including the main activities, methods, or strategies that will be employed.

- **Who will benefit** from the project and how many people are expected to be impacted?

- The **impact** of the project on the community, field, or issue.

- A brief overview of how the project's success will be **measured and evaluated**.

- The total amount of **funding** requested and give a high-level summary of how the funds will be used.

- Conclude with a strong closing statement that emphasizes the **importance** of the project and **why** it deserves funding.

Section Checklist: Executive Summary

✓ The summary is succinct and to the point.

✓ It captures the reader's attention and conveys the urgency and importance of the project.

✓ Does not have typos, jargon or technical terms that might confuse the reader.

✓ Accurately reflects the content and tone of the full proposal.

Summary