Write-up: What would you do with the grant money?

1 **Write a summary statement.** Start by writing a one-paragraph description of your request. This will help you start with the big picture—the rest is filling in the details. It is:

- Who you are
- What your project is (problem statement + solution)
- How much you're asking for

2 **Create an outline.** It should describe each step of your plan.

- Explain how you came up with your solution (use decision matrix)
- Outline the plan for building your design or turning your plan into a reality.

3 **Explain how you would use the funds.** It should describe how you will test your design and improve it. It should explain exactly how you plan to use the funds.

- How much money are you asking for? How did you decide on that number?
- List out exactly what you would do with the money.
- What's your plan for spending the money?
- If you got the money, how will that be used to solving the problem you identified?