



GRANTWISE SOLUTIONS: GRANT WRITING 101 TOOLKIT

Sample Detailed Budget Breakdown

SUMMARY

The *Grant Writing 101 Toolkit* is your essential resource for crafting professional, compelling grant proposals with ease. Designed for both beginners and experienced writers, this comprehensive toolkit simplifies the often-complex grant writing process and helps increase your chances of success.

Key features include:

Customizable Templates for proposals, budgets, and supporting documents.

Practical Examples to guide you through each section of a winning proposal.

Step-by-Step Checklists to ensure no detail is overlooked before submission.

FAQs addressing common questions and challenges in grant writing.

Whether you're applying for funding as a nonprofit, small business, or individual, the toolkit provides clear guidance and proven strategies to help you secure the support you need. Simplify your grant-writing journey and achieve your goals with confidence!

Natisha S. Jordan

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Project Title: Read to Succeed – A Community Literacy Program

Applicant Organization: Bright Futures Community Center

Grant Requested: \$50,000

Read to Succeed Project Detailed Budget Breakdown

Category	Description	Quantity	Unit Cost	Total Cost
Personnel				
Certified Reading Specialists	2 specialists, 6 months, 20 hrs./week	960 hours (total)	\$30/hour	\$28,800
Volunteer Tutors (Training Stipends)	4 volunteers, one-time stipend	4 stipends	\$300/stipend	\$1,200
Subtotal				\$30,000
Materials				
Literacy Kits	Books, worksheets, and activity guides	200 kits	\$40/kit	\$8,000
Instructional Supplies	Whiteboards, markers, flashcards	Bulk rate	\$2,000	\$2,000
Subtotal				\$10,000
Facilities				
Venue Rental (Community Center)	Classroom space for tutoring/workshops	6 months	\$833.33/month	\$5,000
Subtotal				\$5,000
Program Marketing				
Printing Costs	Flyers and outreach materials	500 copies	\$2/copy	\$1,000
Social Media Promotion	Targeted online ads	Lump cost	\$1,500	\$1,500
Subtotal				\$2,500
Evaluation				
Surveys	Printing and distributing post-program surveys	200 surveys	\$3/survey	\$600
Data Analysis Tools	Software and resources for assessment	Lump cost	\$1,900	\$1,900
Subtotal				\$2,500
Total Budget				\$50,000

Budget Justification

Each expense is directly tied to delivering impactful results, from hiring qualified staff to purchasing high-quality instructional materials that create meaningful learning experiences for students.

Evaluation Plan

To measure the success of the “Read to Succeed” program, we will use both quantitative and qualitative evaluation methods, ensuring that results are aligned with our stated objectives.

- **Literacy Assessments** – Compare baseline, midpoint, and final reading scores to evaluate improvements in reading fluency and comprehension.
- **Workshop Attendance** – Track family participation and gather feedback through post-workshop surveys.
- **Participant Feedback** – Conduct surveys and focus groups with students and families to assess satisfaction and perceived impact.
- **Final Report** – Compile data and insights into a comprehensive report detailing outcomes, successes, and areas for future improvement.

Conclusion

The "Read to Succeed" program represents a powerful opportunity to close the literacy gap in our community and empower children with tools for lifelong success. With your grant funding, we can provide the high-quality interventions that our community needs, driving measurable improvements in literacy rates and creating a brighter future for 200 students and their families.

Thank you for considering this proposal. Together, we can make a lasting impact on education and opportunity for the next generation.