



# 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**  
Founder/CEO  
Wisdom Born Consulting, LLC

**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**

<b>Category</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Personnel</b>				
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
<b>Subtotal</b>				<b>\$30,000</b>
<b>Materials</b>				
Literacy Kits	Books, worksheets, and activity guides	200 kits	\$40/kit	\$8,000
Instructional Supplies	Whiteboards, markers, flashcards	Bulk rate	\$2,000	\$2,000
<b>Subtotal</b>				<b>\$10,000</b>
<b>Facilities</b>				
Venue Rental (Community Center)	Classroom space for tutoring/workshops	6 months	\$833.33/month	\$5,000
<b>Subtotal</b>				<b>\$5,000</b>
<b>Program Marketing</b>				
Printing Costs	Flyers and outreach materials	500 copies	\$2/copy	\$1,000
Social Media Promotion	Targeted online ads	Lump cost	\$1,500	\$1,500
<b>Subtotal</b>				<b>\$2,500</b>
<b>Evaluation</b>				
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
<b>Subtotal</b>				<b>\$2,500</b>
<b>Total Budget</b>				<b>\$50,000</b>

## **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.