Need statement template

A structured statement of the problem your project addresses, backed by cited evidence.

A strong statement of need shows the funder a specific problem, for specific people, in a specific place, with evidence. Replace every bracket with your own facts and cite every figure.

1. The problem in one sentence

[Who] in [place] face [problem], which leads to [consequence].

2. Evidence

Evidence	Figure	Source and date
[Local statistic]	[figure]	[source, year]
[Comparison with regional or national figure]	[figure]	[source, year]
[Your own service data]	[figure]	[your records, period]

3. Who is affected

[Describe the group: age, location, circumstances. Say how many people you can reach, based on your capacity.]

4. Gaps in current services

[What exists now, why it is not enough, and what happens if nothing changes.]

5. Why your organization

[Your track record, relationships and trust with this community. Keep claims verifiable.]

6. Link to the funder

[Quote the funder's priority and show how solving this problem advances it.]

Checklist

- Every figure has a named source and a date
- The problem is about the people served, not about your organization needing money
- The need matches the activities in your proposal

- It fits the funder's word limit

Free template from Grant Writing Company (grantwritingcompany.com/templates/us/need-statement/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.