LINKEDIN SERVICES PORTFOLIO / PROPOSAL & GRANT WRITING

Community Digital Skills Grant Proposal

Example deliverable: a concise, persuasive grant narrative using fictional applicant and funding details.

Proposal summary	Illustrative detail
Applicant	BridgeWorks Community Initiative (fictional)
Program	Digital Skills for Career Readiness
Request amount	$48,000 (illustrative)
Proposed duration	12 months
Population	100 adult learners facing barriers to digital access

1. Executive summary

BridgeWorks Community Initiative seeks $48,000 to deliver a 12-month digital literacy and career-readiness program. The project will provide accessible instruction, supervised practice, and job-search support for 100 adult learners. The proposed approach combines classroom workshops, one-on-one coaching, and measurable skills assessments.

2. Statement of need

For many job seekers, digital skills are essential to completing applications, interviewing remotely, and using workplace tools. This sample proposal describes a locally identified need for affordable, beginner-friendly training. Prior to submission, the applicant would substantiate the need with current local data, partner input, and participant demand.

3. Program design

- Enrollment and assessment: Conduct a baseline skills survey and an individual learning plan.
- Instruction: Deliver 10 cohorts covering email, document editing, spreadsheets, online safety, and job-search platforms.
- Coaching: Offer drop-in assistance to reinforce instruction and address accessibility barriers.
- Career readiness: Facilitate résumé support, application practice, and mock virtual interviews.

4. Measurable outcomes

Outcome	Target	Measurement
Program participation	100 enrolled	Attendance and intake logs
Completion	80 participants complete core training	Completion records
Skill gains	70 demonstrate improvement	Pre-/post-assessments
Career readiness	60 complete a digital résumé	Artifact review

5. Illustrative budget

Category	Amount
Instructor and coaching support	$28,000
Devices and software access	$8,000
Participant materials and accessibility	$4,000
Program coordination and evaluation	$5,000
Outreach and facility expenses	$3,000
Total	$48,000

6. Evaluation and sustainability

Project staff will compile monthly enrollment, attendance, completion, and skills assessments. A midyear review will inform improvements. At the end of 12 months, the program will produce a funder report and a sustainability plan identifying community partnerships and potential co-funding.

All organizations, budgets, metrics, program commitments, and funding assumptions are invented for demonstration purposes. Do not submit without verification and adaptation to a real funding opportunity.