

## Grant Application Narrative and Attachments

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format. Your total narrative should be approximately 2-5 pages (*not* including the budget and other attachments).

### NARRATIVE

#### 1. Executive Summary

Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made. (250-word limit)

#### 2. Purpose of Grant

- a. Statement of needs/problems to be addressed; description of target population and how they will benefit.
- b. Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- c. Timetable for implementation (including milestones for when elements in section 2b will be achieved).
- d. List of other partners in the project and their roles.
- e. List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- f. Description of the active involvement of constituents (both program beneficiaries and community stakeholders) in defining problems to be addressed, making policy and planning the program.
- g. Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.
- h. Long-term strategies for funding this project at the end of the grant period.

#### 3. Evaluation

- a. Plans for evaluation, including how success will be defined and measured.
- b. Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- c. Description of the active involvement of constituents in evaluating the program.

#### 4. Budget Narrative/Justification

- a. Grant budget. Use the Grant Budget Format that follows, if appropriate.
- b. Have you requested or secured funding for this project already? If so, please list the amounts requested of other foundations, corporations and other funding

sources to which this program has been submitted and the status of the request (pending or received).

- c. In a footnote to your budget, please describe in a paragraph how partial funding would impact the program and budget.
- d. What percentage of total budget comes from federal and state sources? Have you been impacted by the federal budget cuts? If relevant, do you have a risk management plan in place if you are impacted at some point in the future?

#### 5. Organization Information

- a. Brief summary of organization's history.
- b. Brief statement of organization's mission and goals.
- c. Description of current programs, activities and accomplishments.
- d. Organizational chart, including board, staff and volunteer involvement.

#### ATTACHMENTS

1. List of Board of Directors with affiliations.
2. Finances:
  - a. Organization's current annual operating budget, including expenses and revenue.
  - b. Most recent annual financial statement (independently audited, if available; otherwise, attach the most recent Form 990),
3. Optional—letters of support to verify project need and collaboration with other organizations. You might also include newspaper articles relevant to the program or your organization,
4. Annual report, if available.