# Grant Narrative Skeleton

**Cover Page / Abstract**

 - Project Title

 - Organization (name, address, EIN), Contact

 - 2–3 sentence summary of the project

 **Statement of Need**

 - Define the problem using data (local + national)

 - Who is affected? Why now? Equity considerations

 **Goals & SMART Objectives**

 - Goal 1:

 • Objective 1.1 (Specific, Measurable, Achievable, Relevant, Time-bound)

 • Objective 1.2

 - Goal 2:

 • Objective 2.1

 **Program Design / Methods**

 - Activities & timeline

 - Staffing & key partners

 - Accessibility & inclusion

 - Risk management

 **Evaluation Plan**

 - Outputs (counts) and Outcomes (changes)

 - Data collection methods, tools & schedule

 - Learning and continuous improvement

 **Sustainability**

 - Post-grant funding plan

 - Institutionalization of practices

 - Volunteer/partner commitments

 **Organizational Capacity**

 - Mission & track record

 - Relevant experience & credentials

 - Governance & fiscal controls

 **Budget & Justification**

 - Link each line item to activities/objectives

 - Identify any match/in-kind contributions

 **Appendices (as required)**

 - Letters of support/MOUs

 - Resumes/bios

 - IRS determination letter, financials