# 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