GRANT APPLICATION NARRATIVE INSTRUCTIONS

The Grant Application Narrative word document should be no longer than four pages (double-spaced; #11 font minimum) and must include the following information, in the order indicated:

The Organization/ Collaborative Project

- Who are you and what is your mission? What is your history?
- What geographic area do you serve?
- Who is eligible for your services and how do you determine eligibility?
- What programs do you offer and how many people did you serve during the last year?
- Please briefly describe changes in leadership and any major staff turnover you have you experienced in the past year.

The Project/Program Description of Activities and Need

- Describe exactly what project/program you wish to be funded, including a description of the purpose and goals, and the anticipated primary benefits to the community.
- How did you identify and verify that there is a need for the project/program? Have you done a recent Needs Assessment?
- When did you begin offering these services? What measurable change has resulted from the services you have provided?
- How many people and from what demographic are estimated to be served by the project/program?
- What is your plan of activities for the grant project and what is your projected time-line for the project's start, milestones, and completion?
- If you are collaborating with other tax-exempt organizations, including government departments, please describe which organization is responsible for each part of the project. In addition, please attach a letter from collaborating organizations describing their involvement and commitment.
- Who will be in charge of the project, and what are their qualifications to provide the leadership to supervise this project and manage the funds?

The Project/Program Evaluation

- Based on the goal(s) of the project to be funded, describe your evaluation method, including quantifiable information and timelines.

- Please identify the number and types of participant outcomes that your organization expects from this program. (These outcomes must be both achievable and measurable within the grant period.)
- What is your initial baseline versus the targeted degree of change expected?
- What is your implementation strategy for outcome measurement, and who will be the primary staff person responsible for outcome measurement?

The Project/Program Budget and Allocation of Funds

- What exactly will you do with the funds awarded? (What elements or items included in the total cost of the project will be paid for by this grant?)
- Please describe your strategy to address the program's sustainability in the event that only partial or no funding for your proposal is awarded.
- Do you have plans to continue this project after the grant funds have been exhausted and/or can the resources provided by the grant be used in future programming?

ADDITIONAL INFORMATION (one page maximum)

CAPSAW Only

- CAPSAW funds may only be spent to provide anti-poverty oriented human services to people at or below **125%** of the Federal Poverty Index. Please explain the process your agency will use to determine if your program participants meet this income requirement. How does your program assist clients in the acquisition or development of skills that help reduce their dependance on public resources? How does your agency seek systematic change or address the multiple concerns/issues that hinder the success of your clients?
- Please estimate the number of both individuals and families that will be served with CAPSAW funds. This estimate should be based on a one-time count, meaning, that you may only count an individual or family ONCE per fiscal year even if they receive the same service multiple times in that time period. What percentage of the total number of program participants does these figures represent?
- Describe the method used by your program to secure feedback from participants. How does your agency develop new and innovative programming?

UNITED WAY Only

How are program outcomes aligned with United Way outcomes in the impact area you chose?

Please describe the specific ways your program is accessible to residents of diverse ages, abilities, races, national heritage, etc.