

**Project Narrative**

Please attach a description of your grant request. Unless otherwise stipulated by a specific request for proposal (RFP) or donor fund, limit your narrative to 2 pages (12-point font) using the following subheadings:

**Summary of Proposal** (no more than 2 paragraphs)

**Brief Organizational Background** (no more than 2 paragraphs)

**Description of Program or Service** – please include the following:

1. Problem Statement /Needs Assessment. What caused you to prepare this proposal? *(Since most if not all non-profits are short on funding, lack of money will be given minimal consideration in the decision-making process.)* Include details such as changes in community demographics, targeted underserved groups, unmet needs in the community, new initiatives, etc.
2. Goals and Objectives. Goals are broad statements. Objectives are specific, measurable outcomes. What goals and objectives will be achieved as a result of this grant being funded? These should directly relate to “Problem Statement/Needs Assessment” as outlined above.
3. Methods /Program Description. Your program description should directly reflect items 1 & 2 above and include the following:

* The nature of the project and how it will be conducted.
* A description of your target population, an estimate of the anticipated numbers and how you plan to reach them.
* A timetable for the project/program. You may use a visual such as a timeline diagram, if preferred.
* An evaluation plan that includes measurement of your goals and objectives. Please use quantitative means such as #’s reached, an end product or specific outcomes to measure attainment of goals. Additionally, you may include qualitative measures such as participant feedback, press releases, etc.
* Please explain how your organization will promote the project and acknowledge the Greater Pike Community Foundation.

**Project or Organizational Budget** (not included in 2-page limit)