

Tips for Developing a Grant Narrative

<p>Summary</p>	<p>Outlines the organization and proposed project or program The <u>summary</u> describes the project or program, and it should:</p> <ul style="list-style-type: none"> • Identify the organization; • Include the mission statement; • Emphasize key points; • Clearly communicate the need; • State the cost of the project; • State the time period of the project; and • State the results that are expected.
<p>Statement of Need</p>	<p>Clear, concise, well-supported statement of the issue(s) The <u>statement of need</u> describes the need(s), and it should:</p> <ul style="list-style-type: none"> • Be well-written and reader-friendly; • Include quantitative data, such as statistical analysis, trends, and expert views that support your argument; • Reference reputable research, literature and comparative data that also supports your argument; and • Explain the time frame and why securing funding is critical. • Be consistent with the organization’s mission.
<p>Initiatives and Goals (Outcomes and Results)</p>	<p>Specific, measurable, attainable, realistic, tangible (SMART) The <u>initiatives and goals (outcomes and results)</u> quantifies the deliverables, projected benchmarks, and achievements, and it should:</p> <ul style="list-style-type: none"> • Use a process that provides for quantitative terms (Logic Model); • Contain SMART goals; • Include a timeline containing what will be provided and/or served; and • Be consistent with the organization mission and statement of need.
<p>Design</p>	<p>Detailed explanation of the action plan The <u>design</u> explains the plan of action, and it should:</p> <ul style="list-style-type: none"> • Detail the scope of work; • Indicate the supplies, equipment, leveraging, and other resources needed for the project including who will perform specific tasks; • Include a specific timeline; • Provide a list who will benefit from the services; and • Be consistent with the organization’s mission, statement of need, and initiative and goals.
<p>Evaluation</p>	<p>Explanation of performance, operation and improvement The <u>evaluation</u> describes how outcomes and results will be measured, and it should:</p> <ul style="list-style-type: none"> • Indicate the process that will be used to measure progress; • State how improvements will be made when necessary; • Explain how the findings will be used; • Be consistent with the organization’s mission, statement of need, initiative and goals, and design.
<p>Sustainability</p>	<p>Detailed explanation of short and long-term planning The <u>sustainability</u> describes any future plans, and it should:</p> <ul style="list-style-type: none"> • Outline specific, realistic fundraising plans; • Provide an explanation of how long-term plans will be implemented;



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	<ul style="list-style-type: none">• Be consistent with the organization’s mission, statement of need, initiative and goals, as well as design evaluation.
Budget	<p>Explanation of income and expense</p> <ul style="list-style-type: none">• Specify direct costs - the expenses for which the requested grant funding will be used – personnel, fringe benefits, travel, equipment, and supplies.• Specify all indirect costs and overhead.• Specify all sources of income and contributions, including volunteer services and other leveraged assets.• Be 100% accurate.• Be consistent with the organization’s mission, statement of need, initiative and goals, as well as design evaluation and sustainability.