



## Grant Project Narrative

(See website for due dates)

Instructions: Please keep form to no more than 3 pages, using 12pt font. Do not delete the numbered headers in **bold** or the text following the header.

Applicant's Name:

**1. Tell us about you and your organization/business.** What is the mission and track record of the applicant? Highlight two or three key facts and accomplishments that best define you.

**2. Describe the need for the project.** Provide a brief description of the community need for the project. Where will the project occur? What needs will the project address? Who will benefit from the project? Why are grant funds needed?



**3. Describe the proposed project.** Provide a brief description of project goals and anticipated outcomes or results. Include purchases to be made and work activity.

**4. Describe the benefits of this project for your business and for the community.** How does the project enhance community life? How does the project support economic development?



**5. Who is responsible for your project?** Briefly describe your project leaders and the role that each will play in the project. Identify the person responsible for grant reporting and compliance.

**6. How will you sustain the project beyond the grant funding?** What is the anticipated cost for ongoing maintenance or activities? Please describe your plan for securing the financial and human resources needed to sustain or build on this project.