

2021 Community and Civic Engagement Small Grants – Narrative –

Please answer the following prompts in a separate document. Your narrative cannot exceed three pages single spaced and should **include the numbered prompts and your project title at the top**. You do not need to include the explanatory text under each prompt.

1. Please describe your project, its goals and anticipated outcomes.

Include the purpose and rationale for the project, the specific activities you plan to carry out with grant funds, the objectives and anticipated outcomes, how you will measure success, and how the project meets one or more of the Community & Civic Engagement Small Grants program goals.

2. Please describe who will participate in your project activities.

Identify the target audience(s) that your project will engage, how they will be involved as active participants in the project, and if they have been involved in the design of the project. Please also include how many people you expect to participate.

3. Please describe your plan to promote your project and recruit participants.

Include how you will build awareness of your project in the community and what outreach methods you will use to reach your target audience.

4. Please describe your group's capacity to complete the project.

Include your organization's or project team's qualifications for carrying out this project and how they reflect the community you hope to engage. Identify any project partners and describe their anticipated role.

5. Please describe how you will carry out your project.

Provide a simple timeline of the steps you will take to accomplish your project. Please include your expected start and completion dates and all major project milestones.

6. Please describe how requested grant funds will be used.

This is a narrative version of your project budget. Include why budget items are necessary to complete the project and if they are based on best guesses or estimates from vendors. Identify how grant funds will be leveraged through volunteer time, in-kind donations, or other financial contributions.