***Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Instructions:** The proposal narrative provides a description of the organization and proposal for which you are requesting funds. ***Please complete this form, save it and upload it to the online application. Please keep headings and answer each question individually. Please do not exceed six (6) pages; use 12-point font.***

**A. Organizational Information –** The purpose of this section is to describe the overall organization.

1. Provide the organization’s mission statement.
2. Briefly describe the organization’s current priorities and/or strategic plan.
3. Briefly summarize the organization’s history and experience with the proposed work.
4. Identify what data and/or information is used to guide organizational priorities, such as state or local statistics, surveys, and/or participant feedback.

**B. Description of Proposed Work –** The purpose of this section is to help us determine *what* you are going to do, *how* you are going to do it, and *what are the desired outcomes*. **The outcomes will also be entered in the online application. If your request is funded, you will be asked to report on progress toward outcomes listed.**

1. Briefly describe the work you are proposing to do. If applying for general operating support, describe the work of the organization.
2. Briefly describe how you are going to do this work (e.g. steps, strategies, milestones)
3. Identify 3 to 5 outcomes you hope to achieve (e.g. increase in reach, changes that occurred, capacity built). **Please use bullet points.**
4. Briefly describe how the organization works, and/or what is needed, to support staff in accomplishing the outcomes identified above.

**C. Engagement –** The purpose of this section is for us to learn who the organization aims to reach and in what community context.

1. Describe who the organization/program aims to reach, including relevant demographic information such as race, ethnicity, gender, sexual orientation and/or socioeconomic characteristics.
2. Describe how the organization partners with participants/clients to inform your work and how programming is designed to meet diverse needs.
3. Identify partners in this work and describe how you will work with them to accomplish the outcomes.

**D. Learning and Assessment –** The purpose of this section is for us to learn how the organization determines progress*.*

1. Describe the ways the organization will assess successes and challenges of the proposed work.
2. If the organization uses specific tools to assess or evaluate the proposed work, please describe.

**E. Financial –** The purpose of this section is for us to gain understanding of financial context.

1. Identify any *current* financial opportunities and challenges for the organization and/or proposed work.
2. Identify any *future* financial opportunities and challenges for the organization and/or proposed work.