

**Grant Application Part 2: Proposal Narrative Template**

**Instructions:**

Please use the template on page three to answer each question individually. The completed template **cannot exceed three (3) pages in total—excluding all instructions, guidance, and outcomes—and must use 12-point font**.

After writing and editing your responses in the Proposal Narrative Word template, **copy and paste each response into the corresponding section in the** **Part 2 application**, located in Draft Requests in the [online grants portal.](https://caringforcolorado.fluxx.io/)

***Please note:*** Do not use special formatting in the template – when you copy and paste the answers into the form below, you’ll lose any formatting. We do not evaluate proposals based on formatting, grammar, writing style, sentence structure, etc.

**Guidance on Narrative Questions:**

1. **Describe how your program or project was shaped by the people and community you will serve.**

*Guidance:* Caring for Colorado uses [Guiding Principles](https://caringforcolorado.org/grants/guiding-principles/) as a lens to identify competitive proposals. How do you collect and incorporate feedback from the community served or participants? How do you know this is the right project or program for this community? What type of information was used to help you understand the context, needs or perspectives of these individuals (e.g., feedback from the people and community you will serve, needs assessments, census data, community conversations, etc.)?

1. **Please describe how you will know that your program or project has led to the overall results you want to see? How will you assess the proposed activities/work? If specific measurement tools will be used, please describe.**

*Guidance:* Use this space to further explain the activities, tools, and evaluations you will use to accomplish the outcomes in your proposal. Explain what specific methodology, curriculum, surveys, etc. you will use to gauge the project’s success.

\*See explanation of “Outcomes” below.

1. **Describe how the organization supports the well-being and development of staff.**

*Guidance:* Use this space to demonstrate how your organization responds to the needs of the staff. Do you provide comprehensive benefits, professional development, flexible hours, pathways to promotion? How do you ensure that the team implementing the proposed work is being supported?

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

*Guidance:* Provide context on the financial position of your organization. How do you plan to fund this work? What are the potential revenue stream opportunities? Is there a clear path to sustainability or will funding this work require continued fundraising? What capacity building needs are most vital?

**Guidance on Proposal Outcomes:**

The Fluxx online application requires you to identify **at least three (3) and up to five (5) outcomes. Please be specific and consider how you plan to assess progress and results.** If funded, these outcomes will be used in evaluating the success/challenges of your work, by way of interim and final reports.

**For this section, Outcomes will serve as “SMART Goals” for your proposed work; submitted outcomes should be Specific, Measurable, Achievable, Relevant, and Time-bound.**

*Outcomes are not included in the three-page limit of the proposal narrative.*

Example:

* **What service or program will be offered?**
  + ABC program will be offered 3 times per week for 12 weeks
* **Who will benefit?**
  + 60 middle school students in Bent County
* **What do you want to accomplish?**
  + Improved positive attitudes towards self and others
* **When will it be accomplished?**
  + By December 31, 2023

***Proposal Outcome****:* By December 31, 2023, 60 middle school students in Bent County will participate in ABC at least 3 times per week for 12 weeks and will demonstrate improved positive attitudes towards self and others.

**Narrative Questions (responses cannot exceed three (3) pages in total):**

1. **Describe how your program or project was shaped by the people and community you will serve.**
2. **Please describe how you will know that your program or project has led to the overall results you want to see? How will you assess the proposed activities/work? If specific measurement tools will be used, please describe.**

1. **Describe how the organization supports the well-being and development of staff.**
2. **Identify any financial opportunities and challenges for the organization and/or proposed work.**