Program Narrative Template

The narrative description of the program is the most important part of the application. The narrative should clearly identify the goals you intend to accomplish in each program area. The objectives should be specific and should include the targets or planned work outputs, method of accomplishment, and a timeline for completion, anticipated sub-grant or subcontracting activity, and desired results. The budget information submitted in the Community Service Agreement system (CSA) and needs to support the narrative by reflecting costs for each program in the appropriate object class categories.

Guidance on Preparing Narrative

A narrative statement is **required to support all applications** for State assistance. The narrative **establishes the reason** for the application and **sets the direction** for the grant or cooperative agreement. The narrative addresses:

- What will the funds be used for?
- The narrative proposal summary outlining the project should definitely be brief -- no longer than two or three paragraphs. The summary should encompass all the key summary points necessary to communicate the objectives of the project.
- Why should State funds be involved?
- The influence of the project both during and after the project period should be explained. The consequences of the project as a result of funding should be highlighted.

I. **The narrative should include:**

   **Description** (Why State funds are involved? What will they be used for?)

   - **Description of the specific activities**
   - Identify the specific activities to occur necessary to all objectives related to the goals to be reached.
   - **Key personnel**
   - Key staff members
   - Organization's board members
   - Government planning office
     - Local
     - Regional
     - State
     - Local University (if applicable)

II. **Role** (Why State funds are involved? What will they be used for?)

   - Statement of **need**
   - A problem statement (or needs assessment) is a key element of a narrative that makes
a clear, concise, and well-supported statement of the problem to be addressed.

- **Goals and objectives**
- Program objectives refer to specific activities in a narrative. It is necessary to identify all objectives related to the goals to be reached.

III. **Methodology/Timeline**

- Identify the methods to be employed to achieve the stated objectives. The activities to occur along with the related resources and staff needed to operate the project (inputs).
- Work **plan** and **timetable**
- A flow chart of the organizational features of the project is needed. Describe how the parts interrelate, where personnel will be needed, and what they are expected to do. Identify the kinds of facilities, transportation, and support services required (throughputs).

IV. **Accomplishment**

- The **outcome** or targets to be achieved
- Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective.
- **How progress** will be **measured**
- The stated objectives will be used to evaluate program progress.