

WRITING PROJECT NARRATIVES

Getting Started

General tips

- Before completing the grant application, read all instructions.
- Ensure the narrative is in the font type, size, and page orientation indicated.
- Number all pages.
- ONLY submit items requested.
- Do NOT submit items not requested.
- Include each item listed in the solicitation, in the order listed, with a heading for each item.
- Keep project narrative clear, concise, and specific.
- Define all acronyms.
- Use same terminology used in the solicitation.
- Find someone outside the agency to critique.

Prior Accomplishments

- If applicant is a prior recipient, list the goals and objectives from the previous grant and describe the progress made to meet each goal and objective.
- Share evidence of program success
- Specific to the grant project for the previous 12-month period
- Include number of victims served (if applicable) and any other data supporting project success

How to Write a Problem Statement

1. A problem statement is a clear description of the issue, including a vision, issue statement, and method used to solve the problem.
 - **Vision** – What does the world look like if we solve the problem?
 - **Issue Statement** – One or two sentences that describe the problem using specific issues. It is not a “lack of a solution” statement. For example, the problem is that applicant’s service area doesn’t have an automated notice system.
 - **Method** – The process that will be followed to solve the problem.

How to Write a Problem Statement

2. The 5 “W”s can be used to spark the discussion about the problem.
 - **Who** – Who does the problem affect or not affect?
 - **What** – What does it effect? What are the boundaries of the problem, e.g. organizational, work flow, geographic, etc. What is the issue? What is the impact of the issue? What impact is the issue causing? What will happen when it is fixed? What would happen if we didn’t solve the problem?
 - **When** – When does the issue occur? When does it need to be fixed?
 - **Where** – Where is the issue occurring? For example, is this an urban challenge or a rural challenge?
 - **Why** – Why is it important to solve? What impact does it have on our community? What impact does it have on all stakeholders?

What are Goals & Objectives?

Why do we need to identify goals and objectives?

Plans and actions based on clear goals and objectives are more likely to succeed in meeting the community's needs.

Developing clear goals and objectives will help not only the applicant organization but also the community, as well as clarify related problems, issues, and opportunities in the region.

Goals vs. Objectives

A common way of describing goals and objectives is to say that:

Goals	Objectives
Goals are broad	Objectives are narrow
Goals are general intentions	Objectives are precise
Goals are intangible	Objectives are tangible
Goals are abstract	Objectives are concrete
Goals are generally difficult to measure	Objectives are measurable

Measurable objectives are essential for evaluating progress. A useful way of making objectives more powerful and measurable is to use the SMART mnemonic.

Objectives

Write Objectives that are SMART

S Specific

M Measurable

A Attainable

R Relevant

T Time-bound

Goals and Objectives

Activities provide a step-by-step guide for achieving proposed objectives. Activities should:

- Be grant project specific
- Include tasks for each objective
- Include a timetable for completion
- Include responsibilities for all grant project staff
- Clearly tie back to the budget request

Performance Measures & Results

- Describe the monitoring process
- How will the evaluation results be utilized?
- What data will be collected?
- How will the data be used?
- What is the evaluation criteria?
- How will the objectives be measured?

Grant Project Staff

- Grant funded staff:
 - Name, if available
 - Title (ensure the same title is used in the budget)
 - Brief job description
- Grant monitoring and evaluation staff
- Staffing pattern, i.e. accountability measures to ensure success

Current Audit Report

- Period covered in Audit
- Who performed the audit
- When the audit was conducted
- Where the audit is filed

*Nonprofit applicants should ensure a copy of current audit and IRS 990 reports have been forwarded to the KGGP.