COMMUNITY IMPROVEMENT INITIATIVE 2025
PROGRAM NARRATIVE

1 Tuscola, Suite 100 ● Saginaw, MI 48607
(989) 755-0545 ● Fax (989) 755-6524
saginawfoundation.org

SCF
Saginaw
community foundation

How to Write the Program Narrative

Use headings 1-3 (below) when creating the program narrative. Content under each heading can be formatted to fit the needs of the application. Other formats can be used, please be sure each question is addressed.

1. **Organizational/Applicant Background (one page):**
    a. Describe your organization's purpose and history.
    b. Describe the target population you serve and how they are included in the organizations planning and decision making.
    c. Is your organization affiliated with any other organizations? Please explain.
    d. Are there any other Saginaw County serving organizations that provide the same or similar services? Please explain how your organization is similar and/or different.

2. **Personnel (one page):**
    a. List board members (name, contact information and affiliation), and staff (name). Do any members of the board represent the target population?
    b. List key players in organizing this project (name and qualifications).
    c. What additional staff, consultants and/or outside resources will be required for this project? Please explain.

3. **Statement of Project (no more than 5 pages):**
    a. **Project:** Describe the project you want to accomplish? Is this a new project? Are there existing projects like this in the community?
    b. **Need:** Describe the need for this project.
    c. **Impact/Purpose:** List the project goals and objectives.
    d. **Diversity/Equity/Inclusion/Belonging/Justice:** How do the goals/objectives promote diversity, equity, inclusion, belonging or justice?
    e. **Location:** Identify the geographic area to be served.
    f. **Community:** What are the demographics of the target population?
    g. **Collaboration:** Please list current and needed collaborators (target population representatives, community partners, consultants, manpower, financial, etc.). Please explain how they play a roll in the project's success.
    h. **Timeline:** *Projects must be completed by July 1, 2026.* Identify key dates with accomplishments to be completed.
    i. **Sustainability:** How do you plan to maintain/fund the project in the future? How will the target population be included?
    j. **Evaluation:** Describe your plan to assess and measure your projects success?