



BOARD OF DIRECTORS'

Community Improvement Initiative

How to Write the Project Narrative

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

1. Organizational/Applicant Background (one page):

- a. Describe your organization's purpose and history.
- b. Is your organization collaborating with any other organizations for this project? Please explain.
- c. 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).
- b. Do any members of your board represent the target population? Please explain.
- c. List key staff members coordinating this project (name and qualifications).
- d. What additional staff, consultants and/or outside resources will be required for this project? Please explain.
- e. Describe the target population of this project and how they are included in the organization's planning and decision making.

3. Statement of Project (no more than five 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:** Provide evidence to support the idea that this is an important community issue. What are the demographics of the target population being impacted?
- c. **Impact/Purpose:** List the project goals and objectives.
- d. **Diversity/Equity/Inclusion/Belonging/Justice:** How will this project improve diversity, equity, inclusion, belonging and/or justice?
- e. **Community:** What are the demographics of the target population?
- f. **Collaboration:** Please list current and needed collaborators (target population representatives, community partners, consultants, labor hours, financial, etc.). Please explain how they will play a role in the project's success.
- g. **Timeline:** *Projects must be completed by July 1, 2027.* Identify key dates with accomplishments to be completed.
- h. **Sustainability:** How do you plan to maintain/fund the project in the future? How will the target population be included in decision making?
- i. **Evaluation:** Describe your plan to assess and measure the project's success