**NARRATIVE**

***Instructions***

* *For General Operating Requests, answer all questions EXCEPT for question 5 which pertains to project-specific requests. Limit your narrative to no more than* ***4-pages****.*
* *For Project-Specific Requests, answer all questions. Limit your narrative to no more than* ***5-pages****.*
* *Please use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions. You may also delete these instructions.*

1. **ORGANIZATION HISTORY.** Describe the founding and purpose of the organization and your key historical achievements.
2. **NEED STATEMENT.** Describe the needs in the community and the population your organization serves. Include socioeconomic or demographic information if applicable.
3. **GOALS.** Describe your current organizational goals.
4. **CURRENT PROGRAMS.** Describe your organization's programs, including the number of individuals served per program last year.
5. **PROGRAM REQUEST ONLY.** Provide a summary of the plan for the program request. ***(Only answer this question if requesting project-specific support)***
6. **EVALUATION.** Summarize key evaluation results that demonstrate impact.
7. **COLLABORATION.** Summarize your key partners and how you work with them.
8. **BOARD OF DIRECTORS.** Describe the organization's board term policy and the percentage of members that contribute financially to the organization. Share how your board members reflect the culture of the community you serve.
9. **PLANNING.** Describe the challenges and opportunities facing the organization in the next 3-5 years. This could include plans to grow/expand, capital campaigns, leadership changes, changes in funding, or other significant changes.