

## CAMDEN CITY COMMUNITY GRANT PROGRAM

### GRANT PROPOSAL NARRATIVE 2020 Supplemental Grant Round

Each application must include a Grant Proposal Narrative as part of the required submission items. The Grant Proposal Narrative will be a separate attachment to provide specific details and information on the proposal.

#### REQUIREMENTS FOR GRANT PROPOSAL NARRATIVE

The Grant Proposal Narrative should be no more than six (6) pages typed, single-spaced, Times New Roman - 12 point font. All Grant Proposal Narratives must include the sections and headings as indicated below and must address all items requested in each section.

#### **I. PROPOSAL SUMMARY:** *One (1) page maximum*

Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, how it will positively benefit the community, an estimate on the number of people that will be served, identify the community building activity funding focus area and the funding category (described in the Application Guidelines and Instructions) and how grant funds will be used.

#### **II. PROPOSAL DETAILS:** *Five (5) pages maximum*

The Proposal Details must include the following sections and adequately address the required information for each section.

##### **A. ORGANIZATION DESCRIPTION**

**PROVIDE A BRIEF DESCRIPTION OF THE ORGANIZATION – INCLUDE THE FOLLOWING:**

- Description of organization's history, mission and goals
- Describe the population you serve, including specific neighborhoods in the City of Camden
- Highlight any recent accomplishments

##### **B. PROGRAM/PROJECT/SERVICE OR CAPACITY BUILDING DESCRIPTION**

**PROVIDE A DESCRIPTION OF THE PROPOSAL, INCLUDING THE FOLLOWING:**

- Description of the program/project/service or capacity building activity
- Provide a statement of need or the problem to be addressed
- Identify the population to be served and an estimate on the number of people that will be served
- Describe how the funding will be used and how the funding will support residents of the City of Camden
- Identify how the project fulfills the Community Building Activity funding focus area and promotes the health and welfare of the community as described in the Program Guidelines.

##### **C. PROPOSAL OVERSIGHT**

**IDENTIFY ALL INDIVIDUALS RESPONSIBLE FOR PROPOSAL IMPLEMENTATION AND OVERSIGHT – INCLUDE NAME, TITLE, ADDRESS, EMAIL, OFFICE PHONE AND CELL PHONE FOR EACH INDIVIDUAL.**

##### **D. OUTCOMES AND EVALUATION**

**PROVIDE DETAIL ON THE EXPECTED OUTCOMES OF THE PROPOSAL AND HOW THEY WILL BE EVALUATED AND MEASURED.**

##### **E. TIMELINE**

**PROVIDE A BRIEF TIMELINE OF THE MAIN TASKS/ACTIVITIES ASSOCIATED WITH THE IMPLEMENTATION OF YOUR PROPOSAL.**

**F. PROPOSAL BUDGET**

**COMPLETE THE PROPOSAL BUDGET TEMPLATE FORM AND INCLUDE AS A SECTION OF YOUR PROPOSAL DETAILS. PLEASE BE SURE TO INCLUDE THE FOLLOWING IN THE BUDGET TEMPLATE:**

- Line Item Budget
- Description/basis for allocation of amount (for all personnel, please identify annual salary or hourly rate in this section)
- Cost of the item(s)
- Amount of grant funding being requested, by line item
- Other sources of funding – identify the funding source and how much

\* **NOTE:** Proposal Budget Template Form will not count toward the five (5) page limit for Proposal Details