



Small Grants Program

Instructions for Application Narrative Statement

In a narrative statement not to exceed three (3) single-sided pages, please address all issues and questions in the following outline. Use headings consistent with the outline. The Narrative Statement must be typed in a 12-point normal or business font, with one-inch margins on all sides of all pages. Please number all pages and put the name of the project on each page.

I. Alignment with and Advancement of GLR Mission, Goals and Strategic Objectives

State the mission statement of your organization or collaborative. Discuss how your mission statement and work of your organization is linked to and advances the mission, goals and strategic objectives of the Mississippi Campaign for Grade-Level Reading.

State the name and primary purpose of the project for which you are requesting funding, in one or two sentences.

Provide a brief (one or two paragraphs) description of the project for which you are requesting funding. How was it conceived? Who was involved in its planning and design? What specific need(s) does it address? How does it address those needs? What will be its ultimate impact? How does it address the eligible activities described in the Guidelines?

II. Soundness of the Plan of Work and Project Design

State the goal(s) of your project.

For each goal, list all specific measurable objectives that are required to meet the goal, and the specific activities that will be undertaken to achieve the goal(s) and objective(s).

List specific anticipated results that will be achieved by this project. Discuss how this project will impact your organization, community and region.

Discuss the capacity of your organization to complete this project in a timely manner, and to manage all aspects of project implementation, evaluation and reporting. List any similar projects you have been involved in, and their results.

Discuss the qualifications of your personnel, including key volunteers. If your proposal includes direct provision of reading and/or literacy skills, indicate whether project personnel involved in administering or providing such activities indicate whether project personnel involved have completed or will complete training in evidence-based practices.

Describe how your organization or community will sustain the project activities over the long term, and how the work will continue to be effectively managed.

If you are applying for a planning grant and will use a consultant to coordinate or provide major services to the planning process, attach a copy of the proposed scope of work for the consultant.

III. Collaboration, Partnerships and Networking

Provide the names of other entities, organizations, groups or individuals that will be partners with the applicant in the planning and implementation of this project and its activities.

Describe the role(s) each of these partners play in the development, design and implementation of the project.

List the resources (volunteer time, financial, physical, etc.) to be provided by these partners, or leveraged by working with these partners.

Describe how the partners will work collaboratively to implement or manage the project.

Applicants for planning grants should distinguish between those partners that are already committed to the community's program and those that are yet to be recruited.

IV. Evaluation and Impact

Discuss the criteria and process to be used in evaluating the project, its activities, and its intended impact on your organization, community, or region.

Describe how and with whom you intend to share and disseminate the results of your work.

Describe how you will ensure that MS Campaign for GLR and The Alliance are recognized for any grant support provided.

V. Reasonableness of Budget and Budget Narrative

Complete and attach the Budget Form, indicating the total budget for this project, the amount of funds requested, the amount of matching or other funds committed to the project, by line items.

Complete and attach the List of Support form, showing all the other support received by the Applicant in support of the project.

Using the instructions provided with the Budget Form, submit a Budget Narrative that explains the basis for all revenues and costs indicated in the project budget.

Provide as an attachment, a copy of your organization's board-approved annual budget.

VI. Attachments

Include any materials referenced in your narrative statement, along with:

Cover letter certifying approval to file application.

Copy of IRS letter granting tax exempt status under Section 501(c)(3) of the IRS Code.

Certification of Compliance with reporting requirements of MS Secretary of State.

Copy of Applicant's Annual Operating Budget.

Letters of Commitment for Matching Funds (cash and in-kind).