

Appendix 3 Project Narrative Information (Section II)

Provide thorough answers to the following questions:

1. Demonstrated Need:
Describe the needs addressed by the project and explain why those needs are important to accomplishing the purposes of the CACG funding.
2. Plan of Action:
Describe the Plan of Action for the project and what the project is trying to accomplish. The detailed narrative should identify the objectives and goals of the project and describe the activities and services that are related to the successful achievement of the objectives.
3. Outcomes:
Provide a description of the proposed outcomes. The outcomes must be realistic and **must have the ability to be measured**. Describe the performance indicators that will be used to determine successful completion of the project.
4. Budget:
Describe the budget and the cost effectiveness of the project. Identify the expenditures and how they relate to the objectives and activities of the project. Describe the administrative costs and how they relate to the guidelines in Appendix 5. If the project is dependent on other sources of funds, describe the other sources of funding and the commitment of those funds.
5. Long-Term Impact:
What is the potential long-term impact of the project? Describe the impact on other populations not directly involved in the project, if applicable. Can the project be utilize in other regions or adopted to serve different groups?
6. Administrative Capacity:
Please provide a description of the capacity and structure that you have in place to administer the grant authorized services and activities or your plan to develop such administrative capacity.
7. Philanthropic Operations:
If you are a philanthropic organization that operates in more than one state, please describe plans to use funding to benefit students in each state for which your organization is applying for grant funds.
8. Data Reporting:
Describe the record keeping system for collecting and reporting student outcome/achievement data and participation in services and activities. Specifically, what method(s) will your project use to collect and maintain student and family participation data in activities and outcome data? How will you track the indicators to determine the success of the project?