



Sample Narrative Outline

In some cases, the RFA will not clearly and explicitly provide guidance for structuring/ organizing the narrative. In such instances, it is important to ensure that key categories of information are not omitted. Everything included in the narrative should be framed in terms of relevance to the funding opportunity/ funder priorities. These categories include:

1. Statement of Need
 - a. Description of the problem (including data)
 - b. Description of of target demographic
2. Organizational information
 - a. History
 - b. Staff experience
 - c. Programs
 - d. Capacity (including fiscal)
 - e. Sustainability
3. Goals & objectives
4. Work Plan
 - a. Timeline
 - b. Operational/ staffing plan
 - c. Staffing plan
 - d. Activities
5. Evaluation plan
 - a. Defined outcomes and outputs
 - b. Measures/ metrics
 - c. Linked to goals & objectives
 - d. Methods
6. Budget & budget narrative (BN)
 - a. Use categories provided by funder
 - b. Be attentive to allowable costs
 - c. Copy/ paste from spreadsheet to BN to avoid math errors