writing for green

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:

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1 STATEMENT OF NEED

1. Description of the problem (including data)
2. Description of the target demographic/population
3. Geographic location (State/ regions, City etc)

2 ORGANIZATIONAL INFORMATION

1. History (including organizational governance)
2. Staff experience
3. Programs
4. Capacity (including fiscal)
5. Sustainability

3 GOALS AND OBJECTIVES

4 WORK PLAN

1. Timeline
2. Operational/staffing plan
3. Activities

5 EVALUATION PLAN

1. Defined outcomes and outputs
2. Measures/metrics
3. Linked to goals and objectives
4. Methods

6 BUDGET AND BUDGET NARRATIVE

1. Use categories/line items provided by funder
2. Be attentive to allowable costs
3. Copy/paste from spreadsheet to the budget narrative to avoid math errors

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